



Current Open Positions

Resume submissions for all positions can be sent to: hr@entereza.com
Website: www.entereza.com

Administrative Specialist

Entereza, Inc. has an immediate opening for a Sr. Administrative Specialist
This position is located at: USCG Headquarters, Washington DC

Purpose and Scope:

Will be responsible for providing administrative support for U.S Coast Guard Acquisition Directorate Program Executive Office for task order AWD015.

Responsibilities:

The Senior Administrative Assistant will directly support the U.S. Coast Guard Assistant Commandant for Acquisition, other Flag Officers, Senior Executive Service members, and senior staff. This is a fast-paced, attention to detail position that includes scheduling, travel coordination, answering incoming phone, escorting visitors, special project work, etc.

This position requires an enthusiastic self-starter who is a team player and able to positively interact with very Senior Executives in person, on the phone and in email. Superlative verbal, written, and computer (MSOffice and SharePoint) skills are required.

Duties to include but not limited to:

- Plan, coordinate and maintain executive calendars to plan and schedule meetings, teleconferences, executive engagements, travel (foreign and domestic) and all other appointments for the front office; receive and respond to meeting requests for the front office; proactively engage personnel from other offices as required to schedule and de-conflict appointments
- Provide support in making necessary arrangements for travel, arranging schedules of visits, making reservations, notifying organizations and officials to be visited, and submitting travel vouchers and reports. Prepare travel binders to include all pertinent information needed for each traveler
- Screen all calls and visitors, answer general questions
- Maintain and update front office's daily Action Tracker
- Coordinate and provide executive support and administrative assistance

- Provide support for the maintenance of a correspondence tracking system for meeting response deadlines. Maintain electronic library of incoming and outgoing documents. Prepare and review documentation and correspondence prepared for signature for clarity, completeness of reply, and grammatical procedural correctness;
- Draft meeting notes, track and report action items, support issue resolution efforts;
- Record notes and action items at meetings;
- Gather and distribute read-ahead materials for executive meetings;
- Prepare daily binders to support executive meetings that occur throughout the work day;

Minimum Position Knowledge, Skills, and Abilities Required:

- High school graduate or equivalent
- Experience working in a team environment, providing executive level support services and a can do attitude
- Proficiency using Microsoft Office to include: Outlook, PowerPoint, Excel and Word and SharePoint.
- Knowledge of travel systems using SATO and USCG TPAX travel systems by proxy is a plus.