

ROLE: ADMINISTRATIVE ASSISTANT

ASSURSEC is seeking a highly motivated, flexible, organized, and detail-oriented Administrative Assistant to join our dynamic team. This position is for individuals who are interested in providing administrative support to ensure efficient operations of the firm.

This position requires support to managers and employees through a variety of tasks related to the organization and communication. The Administrative Assistant is responsible for handling confidential material, as well as be able to effectively communicate via phone and email, ensuring that all duties are completed accurately and delivered with high quality. The individual must have a self-starter approach and attitude with excellent time management skills; a wide degree of creativity and latitude is expected. The ideal candidate should be a multi-tasker with excellent communication skills, while also being professional, polite, attentive, and accurate.

This position at ASSURSEC provides the ability for the right individual to help provide administrative support to the firm. If you want to learn, grow and contribute, then this is the job for you. Ability to learn quickly and work with minimal supervision is essential.

ROLES & RESPONSIBILITIES

- Organize and schedule meetings and appointments using Microsoft Outlook/Teams
- Document detailed meeting minutes and notes
- Capture, track, and follow-up on action items from meetings
- Produce and distribute memos, letters, forms, faxes, and emails
- Book travel arrangements
- Screen and distribute phone calls
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications
- Carry out administrative duties such as filing, typing, copying, binding, and scanning
- Ability to participate productively as a contributing member in a team environment
- Familiar with a variety of the field's concepts, practices, and procedures
- Willing to learn new technologies and organizational processes
- Travel: N/A

QUALIFICATIONS

Experience/Skills:

- 1-3 years of experience in clerical, administrative, and/or office experience preferred.
- Knowledge of proper English usage, spelling, grammar, punctuation and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and formatted correctly
- Excellent verbal and written communications
- Excellent interpersonal skills
- Strong organizational and planning skills
- Proficiency in handling multiple tasks concurrently
- Proficiency in project and time management
- Ability to efficiently adjust to changing priorities
- Attention to detail and problem solving
- Excellent Computer Skills
 - Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint)
 - Proficient in Microsoft SharePoint

Certifications:

- Must have the ability to obtain Project and/or Security related certifications

Education:

- High School Diploma or equivalent; college degree desired

Clearance:

- None
- Must have work authorization to work in the United States of America

ABOUT US

ASSURSEC, LLC is a growing Cybersecurity consulting firm that fosters a culture of engagement, innovation, collaboration, diversity, and achievement to ensure that our solutions directly align with client business processes and desired mission outcomes. We consistently build upon proven ideas and scalable solutions, as we believe that how we achieve our goal is just as important as our customers' mission. Our staff enjoys competitive benefits, including health, dental, vision, paid holidays, professional development and training perks, vacation, sick leave and most important, an opportunity for career growth. We are an EOE.