



Executive Administrative Assistant

Education	Minimum High School; preferred Bachelor's Degree
Experience	7-plus years; w/ 3 years at Executive level
Citizenship Requirement	US Citizen
Clearance Required	Secret
Location	Washington, DC

Job Responsibilities and Requirements:

- Must have some experience supporting executive level as an administrative assistant.
- Provide administrative related support to Director and above leadership at FAA to include support for the organization to meet professional objectives.
- Provide administrative assistance, enrollment coordination, and reporting support to Staff Specialists in Washington headquarters, Service Centers.
- Coordinate with various offices at HQ and nationally to provide information on behalf of FAA.
- Manage and update the records as needed using MS Office products.
- Must have excellent written and oral communication skills.
- Must be willing to support office automation and other clerical duties such as filing, typing, answering phones, etc.
- Experience managing other administrative assistant is a plus; and may lead to lead other lead roles on assignment.
- Must present high level of professionalism
- Aggressive in nature in the execution of daily tasks
- Must have ability to multitask and juggle busy schedule for FAA managers
- Assist in the development and distribution of meeting/conference agenda and schedules.
- Make arrangements for meetings and conferences including meeting room accommodations, assuring supplies are obtained and available at the meeting or conference facilities, sound system and projection equipment are available and in good working order.
- Record meeting minutes, as required, and provide hard copy records or minutes of the meeting in a timely manner. Identify action items and assignments for taking each action with expected deadline dates.
- Provide facilitation of meetings or conferences as required.
- Write reports, letters, memoranda, position papers, and other documentation as required.
- Provide other duties as assigned.
- IMMEDIATE START!!