



Executive Assistant Mid

E3R Opportunity, San Diego, CA; Executive Assistant Mid:

Job Description:

E3R is seeking candidates to fill an Executive Assistant Mid. Will need to perform all functional duties identified below independently.

Functional Description:

- Specialized administrative support experience with a Navy acquisition program or related/comparable administrative support experience with Department of Defense (DoD) agencies.
- Experience applying the Navy Correspondence Manual to assigned duties.
- Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Desired Knowledge, Skills, Abilities:

- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team.
- Ability to learn and apply administrative support concepts to assigned duties.
- Must have three (3) years relevant experience.

Security Clearance Requirement: Active Secret or Active within the last 2 years, no exceptions

Education Requirement: Bachelor of Science from accredited college or university. Acceptable substitutions for Bachelor's Degree are an Associates' Degree plus four (4) years of additional relevant work experience OR six (6) years relevant work experience.

Place of Performance: NAVWAR HQ San Diego, CA

Salary Range: \$60,000 - \$80,000

Benefits: E3R has a comprehensive benefits plan which includes HMO/PPO Medical Plan Options, Employer Sponsored Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality

E3R is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, age, physical or mental disability, national origin, citizenship, military or veteran status, sexual orientation, gender identity and/or expression, genetic information, or other status protected by federal, state or local law.



workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.

How to apply: Interested candidates who meet the qualifications above should respond with a cover letter “email”, completed application and resume to HR@e3rinc.com .

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