



Distributed Experimentation Environment (DE2) Program Manager (PM) Executive Assistant (EA)

E3R Opportunity, San Diego, CA; Distributed Experimentation Environment (DE2) Program Manager (PM) Executive Assistant (EA):

Job Description:

The DE2 PM EA maintains a broad understanding of Program objectives and timelines and supports the PM with tasks such as scheduling; reviewing, prioritizing and responding to PM emails; answering and returning phone calls on behalf of the PM; organizing documents; maintaining records; taking notes at meetings and any other administrative tasks that help the PM perform their job.

Functional Description:

As an EA, you will coordinate and perform a variety of executive level administrative duties for the PM, in coordination with the PMO IPT, which are essential to the daily operations of the DE2 Program.

- The incumbent is a subject matter expert responsible for managing organizational efficiency and effectiveness, coordinating program functions, and providing advisory services to leadership and staff.
- Performs a wide variety of broad, administrative and programmatic support work to enhance productivity, program efficiency and effectiveness.
- Assist in executing PM direction and guidance, and PMO IPT in providing effective methods to issue taskings, resolve problems, answer questions, correct deficiencies, evaluate support to management, and assure that Program objectives are met.
- Independently authors various executive-level communications, and ensures written correspondence is prepared accurately and appropriately, in accordance with NIWC PAC, TRMC and/or OUSD (R&E) policy.
- Reviews incoming PM e-mail/correspondence and incoming actions and recommends a course of action for those.
- Independently arranges all meetings and video teleconferences, monitors PM and Deputy PMs email for incoming requests for information and/or comment, and manages PM's calendar.
- Attends meetings, briefings, and conferences as appropriate, on matters relating to the office activities, actions, and programs.
- Incumbent is an expert in a variety of software applications, systems, and able to readily access data for reporting purposes as requested.
- Performs other duties as assigned.

Desired Knowledge, Skills, Abilities:

- Collecting and analyzing data and preparing findings for senior-level civilian and military leadership,
- Communicating both orally and in writing with internal and external stakeholders,
- Preparing complex and detailed travel plans, itineraries, agendas,
- Planning and coordinating executive-level meetings and conferences ensuring all necessary logistical requirements are met and managing an active calendar of appointments for senior officials and serving as liaison to external constituents,
- Utilizing office applications (Word, Power Point, Excel, Outlook, FS, Teams) to accomplish routine to complex tasks.

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.



Security Clearance Requirement: Top Secret/SCI

Education Requirement: Associate degree with relevant experience or Bachelor's degree. DoD civilian or Military experience desired

Place of Performance: San Diego, CA

Salary Range: \$120,000 - \$130,000 Annually

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 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 apply via the following link: <https://www.ondemandassessment.com/link/index/JB-0XMAVBDX9?u=1137965>

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