



Executive Assistant Jr

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

Job Description:

E3R is seeking candidates to fill an Executive Assistant Jr. This position will need to perform all functional duties identified below under the supervision of more senior Executive Assistant.

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.
- Shall maintain up to date, accurate PMW 770 personnel work, office and conference room calendars as assigned.
- Shall maintain and update work calendars for the PMW 770 Program Manager (PM) and Deputy Program Manager (DPM).
- Shall maintain a master list of serialized PMW 770 correspondence, including serial number, subject, and date.
- Coordinate PM and DPM travel in DTS.
- Submit government visit request.

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.

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

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.



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-OXMAVBDX9?u=1137965>

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