

Support Specialist Job Description (Front Office)

Primary Responsibilities:

The Administrative Assistant will be primarily responsible for supporting the Officers of the Loan Programs Office of the United States Department of Energy. This will include the following major tasks:

- Routine telephone and person to person reception and greeting of DOE clients and visitors;
- Set up meetings, arrange for conference rooms, audio/visual equipment and outside phone lines;
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Editing, formatting, duplicating, and collating presentations, reports, and other documents;
- Processing domestic and international travel requests; making travel arrangements for approved travel;
- Processing domestic and international travel, and other expense claims;
- Maintaining travel and vacation records for Federal and Contractor staff;
- Supporting periodic and annual inventory, filing, accounting, and audits of Federal property and equipment;
- Implementation of proprietary document and mail distribution; disposal of burn bags in accordance with DOE security and recycling procedures;
- Maintenance of division records and files; preparations for division visitors; entering time and attendance information and status reports.

Secondary Responsibilities:

- Provide administrative support, as determined from time to time, under direct guidance from assigned officers of the Loan Programs Office;
- Assist in preparation and maintenance of reports as required by the various divisions of the Loan Programs Office;
- Provide back up to fellow RER Team members to be determined by the Project Manager from time to time and other tasks as required under the contract of services to the DOE.

Special Skill Sets:

- Bachelor's degree or relevant experience in office management and administrative support;
- High proficiency level in the use of Microsoft Word, Excel, and PowerPoint software applications;
- Ability to communicate orally and in writing in a multimedia environment;
- Ability to learn proprietary computer applications as necessary;
- Ability to work independently or as part of a team;
- Proven skills in researching material;
- Attention to detail and willingness to learn concepts in multiple energy industry segments;