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Corporate Admin/Receptionist

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and Government clients, is seeking a full-time Receptionist. This position, located in Beltsville, Md, is responsible for reception desk and related administrative assistant/support duties.

Responsibilities

- Responsible for reception and telephone duties, including signing for front office packages
- Schedules corporate meetings, conferences, and teleconferences.
- Provides support for implementation, troubleshooting, and maintenance of IT systems.
- Performs general administrative and clerical duties, including typing, copying, and filing correspondence, memos, letters, etc.
- Prepares reports and other confidential materials, completing travel / expenses and trains other support staff.
- Manages building maintenance requests and correspondence.
- Orders and maintains adequate inventory of office equipment and supplies.
- Requisitions supplies, printing, maintenance, and other services.
- Supports building security, including maintaining access list and sign-in logs.
- Establishes, maintains, and update files, databases, records, and/or other documents.
- Coordinate conference room use with internal groups.
- Able to work with minimal supervision, be organized and professional at all times

QUALIFICATIONS:

- Must be U.S. Citizen
- Associate or Bachelor Degree in a relevant field (preferred).
- One to three years of relevant administrative experience in a corporate environment.
- Proficient/intermediate in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.).
- Excellent communication skills expert multitasking skill, service/detail orientation are required.
- Strong organizational, grammar, business correspondence, and self-management skills.
- Ability to work independently and think pro-actively.
- Able to work outside of normal business hours.
- Must have good command of the English language, and the ability to communicate both orally and written.
- Ability to obtain and maintain a government clearance (if required).

To apply to this position, please email jobs@directviz.com

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For more information or inquiries, please contact us at: jobs@directviz.com