



Job Description For: **Administrative Assistant**

Fors Marsh Group LLC is an applied research firm located in Northern Virginia. Our primary mission is to leverage insights from the social sciences to better our client's human resource and marketing decisions. As a thriving small business, we are committed to providing growth opportunities to our employees and challenging them to provide the best possible research for our clients.

Fors Marsh Group is seeking an intelligent and motivated individual to serve as a personal assistant for our CEO and to support an organizational research team working on Defense Department contracts. In this support role, this individual would be responsible for providing administrative support to approximately 20 - 25 researchers. This job is best suited for an individual who enjoys juggling a variety of tasks, is independent and capable of solving problems and attacking different issues without much direction, is highly conscientious and organized, and prefers working in a cooperative environment.

Responsibilities include:

- Provide clerical services by drafting correspondence; transcribing, formatting, inputting, editing, and transmitting text, data and graphics; establishing and maintaining files and records; and preparing reports
- Providing administrative support including coordinating required staff training activities, facilitating scheduling of performance appraisals, and assisting with acquisition of required supplies.
- Monitoring contracts and deliverables; developing progress reports; and reminding employer of schedules
- Maintain CEO's calendar by setting, monitoring, and confirming appointments and travel; reminding CEO of schedules; developing itineraries
- Booking travel itineraries, flights, hotels, restaurants, etc.
- Running personal errands; shopping for necessities; anticipating assistance needed by CEO by identifying problems, needs, options, and solutions before being asked

Qualifications:

- Bachelor's degree
- Minimum 2 years of experience working in an office environment
- Strong proficiency with Microsoft Office products (Outlook, Word, PowerPoint, and Excel)
- Valid driver's license and vehicle are a must
- Organized, detail oriented, strong initiative and willingness to learn

We Offer:

- Full time position with competitive salary
- Excellent benefits package (medical, dental, vision, 401K with matching, FSA, etc.)

Interested candidates should send their resumes, salary requirements, and availability to employment@forsmarshgroup.com.