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Secretary 3

Description

We are looking for a Secretary 3, who will perform advanced administrative duties with a focus on managing complex tasks and supporting senior staff. The candidate should oversee service requests, assisting with IT and automation issues, and maintaining critical documentation.

Hiring organization

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Job Location

Cincinnati/Columbus, Ohio, United States

Date posted

September 12, 2024

Responsibilities

- Perform advanced record-keeping, reporting, and data management tasks, with an emphasis on complex reporting and verification.
- Assist users with software, hardware, and automation problems; become proficient in GSA programs and applications.
- Input, track, and manage service requests in NCMMS, generate reports, and close out tickets as required.
- Maintain and update the Desk Reference Guide for the location/position.
- Manage time and attendance reports, ensuring accuracy and compliance.
- Assist with contractor escorting and unlocking doors as needed.
- Perform miscellaneous duties such as activating Personal Identity Verification (PIV) cards and troubleshooting card readers.

Qualifications

- High School Diploma or equivalent; additional relevant certifications or training preferred.
- At least 3-5 years of administrative or secretarial experience, with a proven track record in handling complex tasks.
- Advanced proficiency in Microsoft Office (Excel, Word, Access) and Google Workspace (Docs, Sheets, Drive).
- Experience with office equipment and software, including GSA computer programs and NCMMS.
- Strong problem-solving and organizational skills.
- Excellent communication skills and the ability to handle sensitive information with a high degree of confidentiality.

