



Opening Date: 03/16/2017
Closing Date: Open Until Filled

Vacancy Announcement #26-17
Administrative Assistant, Contracts & Procurement

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The incumbent of this position provides general administrative support to the Contracts and Procurement Department including duties requiring substantial secretarial and administrative experience, the ability to exercise independent judgment and a commitment to displaying the highest levels of professionalism at all times. Incumbent will provide a full range of administrative support for the Office, including the handling of visitors, answering phones, delivering messages, drafting correspondence and providing logistical meeting support for the Contracts and Procurement staff. Work is performed under the direct supervision and receives specific instructions on new or unfamiliar tasks. Work is usually checked for accuracy. Reports to the Director, Contracts & Procurement

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical.

- Review and File Quarterly Contractor Performance Evaluations in APEX;
- Schedule program (departmental) meetings (weekly, monthly, and quarterly);
- Update Office of Contracts and Procurement Services (OCPS) SharePoint Active Contract List;
- Create modifications for expiring Option Year Contracts; and
- Assist Contracts Analysts:
- Process Release Requisitions
- Manage Micro purchases
- Create the Request to Exercise Option Year Forms for COTRs (Internal individuals with oversight for contracts)
- Create and maintain contract files.
- Provides a wide range of administrative services, i.e., support, coordination, planning, and follow-up on diverse division activities.
- Compiles materials and agenda for a variety of meetings.
- Provides typing services for correspondence, memoranda, and other communications.
- Prepares correspondence for signature.
- Opens, sorts, and prioritizes incoming mail.
- Establishes and maintains filing system.
- Answers and screens incoming telephone calls and takes messages.
- Maintains confidentiality of sensitive issues and materials.
- Performs a variety of related tasks and duties as assigned.

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MINIMUM QUALIFICATIONS

- Associate's Degree
- Bachelor's Degree Preferred. Some college coursework required.
- Proficiency in Microsoft Office Suite.
- Microsoft Project
- Ability to read and write instructions, directions, letters, memos, and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.
- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative
- Knowledge of correct use of English language in speaking and writing.
- Familiarity with office machines, including calculators and word processing equipment.
- Skill in composing routine letters and preparing reports.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to demonstrate a pleasant, neat and professional appearance.
- Completion of additional secretarial or office management courses.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Human Resources' lobby for on-line application purposes

Mondays-Fridays, 8:30am to 5:30pm.

Washington Convention & Sports Authority

Human Resources Department

801 Mount Vernon Place, NW

Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.