

Administrative Specialist #3412

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Company: GovCIO

Location: Kuwait City

Category: other-general

Overview

GovCIO is currently hiring for an Administrative Specialist to provide support at Arifjan, Kuwait.

Responsibilities

- Provide advice, assistance, and training to all AIM personnel regarding records management, transfer, retrieval, and conversion to electronic files (e-files).
- Reviews, coordinates, and distributes AIM's official publications.
- Serve as the primary point of contact for timekeeping functions and Defense Travel System (DTS).
- Coordinates conference rooms, performs mail distribution functions, and performs other administrative functions as required.
- Assist with performing Information Assurance Security Officer (IASO) duties and similar functions; this includes requesting access to various computer systems/programs for directorate personnel, ensuring users have appropriate clearances and need-to-know, and reporting any attempts to gain unauthorized access or suspected system defects to the Information Assurance Manager (IAM) immediately. Performs classified container (Safe) administrative custodian duties; coordinates preparation for all security program inspections or reviews.
- Assists hand receipt holders in maintaining accountability of nonexpendable property.
- Prepares and coordinates requests for issue and turn-in.
- Processes procurement needs for program office, and supplies, equipment, and services through installation/local supply store.
- Requests and coordinates telephone/local area network (LAN) line trouble tickets and work

orders.

- Requests and coordinates facility trouble tickets and work orders.
- Coordinates, moves and/or reconfigurations based on direction.
- Receive, sort, review, and deliver mail and distribution materials for the office personnel.
- Assist with maintaining key accountability or facility access rosters.
- Record and prepare meeting notes and action items.
- Providing assistance with preparation of briefings (to include SES) level) and special studies.
- Maintain office leave and TDY calendar, personnel roster, and accountability rosters.
- Assist with the management and inventory of classified material containers, assisting with receipt, inventory, accountability, and destruction of classified items, and maintaining and safeguarding the Secret Internet Protocol Router

Network (SIPRNet) Room in accordance with Army Regulation (AR) 380-5 and internal policies and procedures.

Qualifications

High School with 5 - 8 years (or commensurate experience)

Required Skills and Experience:

Minimum of four years of experience performing, monitoring, and coordinating support services functions such as, communications, correspondence, directives, files and records, forms, graphics, physical security, and reports.

Minimum two years of experience performing, monitoring, and coordinating support services functions within the DoD.

Advanced knowledge of computer e-files and records maintenance, transfer, retrieval, and conversion to electronic files (e-files) sufficient to train other employees.

Secret Internet Protocol Router Network (SIPRNet) Room in accordance with Army Regulation (AR) 380-5. Basic knowledge of DTS, hand receipt system

Skill in writing sufficiently to compose and prepare responses for the Government's approval/signature

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