



# JOIN THE TEAM!

## *Fleet & Family Readiness Programs*

### *Supporting our military. Work that matters!*



## **ADMINISTRATIVE SUPPORT ASSISTANT – Fulltime**

**Announcement Number: 12454894**

**Primary Location: Naval Base Kitsap**

**Pay Range: \$49,400 - \$57,635 per year**

**Open: 06/25/24 – 07/19/2024**

### **WHAT YOU GET:**

- Competitive Wages & Benefits
- Benefits begin DAY ONE (Regular Full-Time and Part-Time)
- NAF Retirement Savings plan & 401K plan with match up to 3% of your salary.
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world.
- Make a positive impact on the Military Community

### **WHAT TO EXPECT:**

- Incumbent prepares correspondence, reports, and other documents, ensuring correct grammar, spelling, capitalization, punctuation, and appropriate format in work prepared by self and others.
- Must exercise continuous attention to the coordination among internal or external work units.
- The immediate Supervisor directs work through subordinate supervisors who have varying functions, relationships, and customer responsibilities, which place significant demands on the Administrative Assistant position.
- Maintains tickler system. Screens and priorities correspondence, electronic mail, and material prior to distribution for suspense dates, established controls, and follows up on responses.
- Schedules meetings, appointments, and conferences in accordance with instructions from supervisor.
- Prepares and distributes agenda and takes notes when directed.
- Receives visitors and phone calls. Accurately determines nature of request and refers callers or visitors to appropriate staff.
- Uses a variety of office automation software in support of the organization and mission requirements including but not limited to: Complete back up of files and database systems.
- Uses database or spreadsheet software to accurately enter, revise, sort or calculate, and retrieve data for standard reports.
- Uses graphics software to provide briefs, charts, and graphs for viewgraphs or paper presentations.
- Performs other duties as assigned.

### **WHAT YOU NEED TO KNOW:**

- Knowledge of duties, priorities, commitments, policies, and program goals of the staff sufficient to perform assignments such as reviewing publications, directives, and other materials which may affect the division and taking appropriate follow-up actions.
- Knowledge of substantive programs of the immediate and subordinate organizations as they relate to the clerical and administrative functions of the office.
- Knowledge of personal computers and current experience with software such as Microsoft Office products including Microsoft Word, Excel, and Outlook.
- Ability to use correspondence rules and regulations to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation.
- May require occasional travel away from the normal duty station.
- Maybe required to work overtime.



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#### **CONDITIONS OF EMPLOYMENT:**

- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- May be required to obtain/maintain a security clearance.
- May require occasional travel away from the normal duty station.
- Maybe required to work overtime.
- A valid driver's license is required.

#### **OTHER INFORMATION:**

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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