



## Executive Assistant Mid

### E3R Opportunity, San Diego, CA; Executive Assistant Mid

#### Job Description:

E3R is seeking candidates to fill an Executive Assistant Mid position. Will need to perform all functional duties identified below independently.

- Specialized administrative support experience with a Navy acquisition program or related/comparable administrative support experience with Department of Defense (DoD) agencies.
- Experience applying the Navy Correspondence Manual to assigned duties.
- Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

#### Desired Knowledge, Skills, Abilities:

- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team.
- Ability to learn and apply administrative support concepts to assigned duties.
- Must have three (3) years relevant experience.

**Security Clearance Requirement:** Active Secret or Active within the last 2 years, no exceptions

**Education Requirement:** Bachelor of Science from accredited college or university. Acceptable substitutions for Bachelor's Degree are an Associates' Degree plus four (4) years of additional relevant work experience OR six (6) years relevant work experience.

**Travel Requirements:** None

**Location:** NAVWAR HQ San Diego, CA

**Benefits:** E3R has a comprehensive benefits plan which includes a Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

**How to apply:** Interested candidates who meet the qualifications above should respond with a cover letter "email", completed application and resume to [morgan.henry@e3rinc.com](mailto:morgan.henry@e3rinc.com).

#### Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6<sup>th</sup>, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.