



Executive Assistant Senior

E3R, Inc. Opportunity, San Diego, CA; Executive Assistant Senior

Job Description:

E3R, Inc. is seeking candidates to fill an Executive Assistant Senior position. Work performed will be on high-visibility or mission critical aspects of a given program and will need to perform all functional duties identified below independently. May oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

- 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 such as reviewing, editing and preparing classified and unclassified standard letters, memorandums and other acquisition and program management related correspondence.
- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and general customer service to an office of approximately 135 personnel.
- Serve as an executive assistant to a senior level government executive providing executive calendar management, receiving visitors, arranging conference calls, scheduling meetings, managing conference rooms, providing read ahead briefing materials, and taking meeting minutes.
- Serve as a travel coordinator responsible for preparing travel arrangements for a senior executive, to creating authorizations for airline, hotel, and rental car accommodations and completing travel claims utilizing the Defense Travel System (DTS), as well as serving as a subject matter expert, providing assistance to office personnel with utilizing DTS.
- Serve as a personnel security specialist responsible for generating security visitor requests through the Defense Information Security System (DISS) and reviewing and analyzing personnel security investigation information when required.
- Serve as a Timekeeper for the Navy Enterprise Resource Planning (Navy-ERP) system responsible for preparing timekeeping reports, confirming time entry, and auditing timekeeping inputs for completeness and accuracy.
- Serve as the office supply manager responsible for ordering and maintaining all program office consumable supplies.

Desired Knowledge, Skills, Abilities:

- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, Outlook, and SharePoint.
- Proficient in using the DTS, DISS, and Navy-ERP systems.
- Ability to work independently and as a team.
- Ability to learn and apply administrative support concepts to assigned duties.
- Must have ten (10) 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.



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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" and resume to morgan.henry@e3rinc.com.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 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.