

Job Description: *Senior Administrative Professional*



PARTNER FORCES

POSITION TITLE: Senior Administrative Professional

STATUS: Full Time

LOCATION: Arlington, VA

Partner Forces, LLC., is seeking a Senior Administrative Professional to support a Federal homeland security client that is charged with building critical infrastructure stakeholder capacity, security, and resilience. This position supports functions related to voluntary stakeholder partnership programs and activities.

CORE REQUIREMENTS & ESSENTIAL DUTIES

- Provide administrative support to division leadership. Perform clerical functions such as calendar management, receiving visitors, arranging conference calls, coordinating travel, and processing expenses.
- Perform technical review, editing, and formatting of documentation.
- Coordinate information requests and task management efforts. Track and monitor program support activities and deliverables.
- Organize and provide logistical support to meetings and events involving internal and external stakeholders. Prepare agendas and background information, compile briefing materials, and capture meeting notes.
- Maintain historical information through a properly maintained administrative records system.
- Provide research and planning for the development, coordination, and implementation of division policy/processes. Design supporting documentation, such as Standard Operating Procedures (SOPs).
- Independently research and resolve or offer solutions to unusual problems in performing a variety of duties.
- Establish and maintain effective working relationships with internal and external personnel.
- Keep informed of the mission, organizational structure, key personnel, current activities, status of current projects, and any issues affecting the organization.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS suitability; current preferred
- BA/BS or MA/MS degree required
- 5 to 10 years of relevant professional experience required
- CISA experience strongly preferred
- Exceptional communication (verbal and written) and presentation skills
- Excellent analytical, organizational, and time management skills
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook
- Ability to demonstrate sound judgment and decision-making skills with clients and colleagues

THE COMPANY

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

To apply, submit a complete resume and cover letter that includes salary requirements to recruiting@partnerforces.com.