



Position: Sr. Administrative Support Specialist

Location: Ft. Meade, MD

Security Requirement: Active TS/SCI clearance with full scope polygraph

SECON-DELTA is a Service-Disabled Veteran Owned Small Business (SDVOSB) consulting company that strives to become the provider of choice within the government and commercial sectors by leading the development, testing, integration, operations and data analytics of our customer-based mission systems. Our team have a distinguished and proven track record of designing, implementing and supporting IT infrastructures to include desktop, server, data center, network infrastructure and cyber defense capabilities.

We currently have a position for an **Sr. Administrative Support Specialist** in **Ft. Meade, MD**

We are seeking an experienced Administrative Support Specialist to provide a wide range of administrative support services to our organization. The ideal candidate will possess excellent technical writing and proofreading skills, with the ability to edit word processing and other computer-based documents. The candidate should also have expertise in integrating various sources of information into cohesive products, which may be delivered in computer-based magnetic media format. Additionally, the candidate will be responsible for preparing graphical and narrative presentation materials, as well as assisting with the preparation of management plans and reports. The ability to coordinate schedules and facilitate the completion of proposals, contract deliverables, task order reviews, and briefings/presentations is essential. The candidate may also be required to perform analysis, development, and review of program or functional areas, as needed.

Brief Outline of Responsibilities:

- Provide technical writing, proofreading, and technical editing services for word processing and other computer-based documents.
- Integrate various sources of information to create cohesive products delivered in computer-based magnetic media format.
- Prepare graphical and narrative presentation materials.
- Assist in the preparation of management plans and reports.
- Coordinate schedules to facilitate the completion of proposals, contract deliverables, task order reviews, and briefings/presentations.

- Perform analysis, development, and review of program or functional areas, as required.

Minimum Qualifications & Experience:

- Bachelor's Degree or higher in a related professional field.
- 5 years of experience in a related professional field.
- Alternatively, nine years of experience may be substituted with a High School/GED.
- Alternatively, seven years of experience may be substituted with an Associate's Degree.
- Excellent written and verbal communication skills.
- Strong attention to detail and exceptional proofreading abilities.
- Proficiency in word processing software and other computer-based tools.
- Ability to work independently and prioritize tasks effectively.
- Strong organizational and time management skills.
- Previous experience in administrative support or a similar role.

To apply for this position, please submit your resume to info@secon-delta.com.

We offer competitive compensation and benefits packages, as well as opportunities for professional growth and development. Thank you for considering this opportunity with our organization. We look forward to hearing from you!

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.