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Administrative Assistant Spec

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Req ID : 305473BR
Job Code/Title : N1414:Administrative Assistant Spec

Job Description :
Job Description

This position will support the Vice President MFC International. In addition to standard duties, this individual will create and edit presentations, documents, memos, reports, and spreadsheets ensuring the correctness of format, spelling, and punctuation. He/she will make and revise travel arrangements, create, submit and reconcile expense reports, coordinate meetings and appointments across a large staff of direct and matrixed reports, as well as coordinating VIP visits and other special events. He/she will open, sort, and distribute incoming correspondence, and prepare responses as appropriate.

Basic Qualifications

Prior experience supporting executive-level management, Director-level or above. Proficiency in Microsoft Office including Word, Excel, PowerPoint, and Outlook, and knowledge of how to effectively integrate with Blackberry services. Ability to manage multiple tasks simultaneously, and quickly adjust to changing priorities Exceptional communication skills, verbal and written. Attention to detail Ability to maintain confidentiality Exceptional interpersonal skills and demonstrated ability to deal with executive level contacts both within and outside of Lockheed Martin. Exceptional organizational skills Exceptional decision making skills

Desired skills

Prior experience supporting international executive-level management preferably at the Vice President/Director level. Extensive Experience with making/changing international travel and meeting arrangements. Experience with the process for requesting/obtaining USG passports

Lockheed Martin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

Job Location(s): Orlando Florida

Security Clearance : Secret
LM Careers Business Unit : ESS0385 MISSILES AND FIRE CONTROL
Job Class : Administrative
Job Category : Hourly/Non-Exempt
City : Orlando
State : FL
Virtual : No
Relocation Available : No
Work Schedule : FLEX9x80A-Friday off in 2nd week w/flex hrs/day
Req Type : Full-Time
Shift : First

Additional Posting Locations Orlando

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