



Administrative Assistant

Office of Response and Restoration

Silver Spring, MD

Freestone Environmental Services, Inc. (www.gofreestone.com) a multi-disciplinary consulting firm, is currently seeking to hire a talented individual to serve as an Administrative Assistant supporting the National Oceanic and Atmospheric Administration's (NOAA) Office of Response and Restoration (OR&R – www.response.restoration.noaa.gov).

This position will be located in Silver Spring, MD. OR&R is a program office in the National Ocean Service that responds to threats in order to protect and restore coastal resources. To do this OR&R provides scientific response to releases of oil, chemicals, and contaminants; works to reduce, remove and better understand the impacts of marine debris; and protects and restores the nation's trust natural resources.

The Administrative Assistant will manage the administrative functions of operating an efficient and effective office.

Job Duties:

- Process Time and Attendance (T&A) Reports utilizing the WebTA system.
- Coordinating calendars and materials for meetings.
- Provide phone coverage and visitor reception.
- Responsible for mail and fax distribution and processing of shipment requests.
- Order office supplies and maintain front office environment.
- Assist with human resource needs.
- Assist with controlled correspondence.
- Assist with Freedom of Information Act (FOIA) requests.
- Assist with posting of Federal Register notices.
- Coordinate development of conference packages for management approval.
- Process travel arrangements utilizing the Integrated Travel Manager (ITM) system.
- Provide specialized support for specific projects, events, and activities on an as needed basis.

Job Qualifications:

- Strong communication skills both oral and written.
- Prior Front Office/Reception experience.
- Experience with shared electronic calendars.
- Must be detail oriented.
- Proficiency with electronic office equipment and software, including e-mail, internet, word processing, spreadsheets, and data bases.
- Knowledge of Federal Travel Regulations and ITM is a plus.
- Familiarity with NOAA policies, procedures and systems for time and attendance, travel management, financial tracking, etc. is highly desirable.

To Apply:

Please submit your resume, the contact information for three (3) references, Freestone application form (<http://www.gofreestone.com/careers>), and a cover letter explaining how your qualifications meet the requirements of the position to: jobs@gofreestone.com with the following subject line: **NOAA Admin Assistant.**

Freestone is an Equal Opportunity Employer and Veteran Friendly.



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