



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

Gaithersburg, MD 20878-1409

Phone: 301-670-4990

Fax: 301-670-3815

Job Ad – Administrative Assistant @ ODSS

Consulting firm in Gaithersburg, MD is looking for an Administrative Assistant. Position will be based at our client site in Bethesda, MD.

OBJECTIVES

The contractor will independently provide administrative services to satisfy the overall operational objectives of the Office of Data Science Strategy (ODSS) in the Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI). The primary objective is to provide administrative services and deliverables through the performance of support services for the staff of ODSS.

SCOPE

The following tasks are required for this position.

Provide support for various procurement and administrative tasks.

- Manage senior executive staff schedules, keeping them informed and aware of changes in a fast-paced environment frequently involving competing priorities. Coordinate/compile all meeting materials and provide them to staff in advance of meetings and ensure that staff attend meetings on time.
- Coordinate the preparation of travel requests, professional service orders (PSC), requests for sponsored travel Form 348, outside activities Form 520, official duty memoranda, LMS training requests, individual mass mailings, correspondence, reports and other various forms and must be able to prepare the above as well.
- Maintain Standard Operating Procedures (SOPs), guidance documents or instructions associated with the programs and systems used in the organization.
- Provide administrative, procedural and informational resource support; work with staff to coordinate program workflow.
- Work with staff on proofreading, recommending, interpreting, and/or implementing internal administrative policies and procedures.
- Coordinate meetings, workshops and courses for staff; schedule conference rooms and prepare and/or collect/compile materials for presentations, meetings, conferences, and ceremonies.
- Coordinate meeting planning and logistical arrangements, including room and audiovisual reservations, Zoom, WebEx, and other remote connection arrangements; prepare and transmit agendas and relevant materials; contact and communicate with participants; prepare and distribute meeting minutes.
- Update shared calendars and databases; coordinate filing of office-wide reports and other activities including performance management documents, awards, committee memberships, etc.
- Research information requested and provide that information; maintain status of projects; follow up on actions through contact with office staff.



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- Produce a wide range of documents; address a variety of office needs which may include word processing, information management, report preparation, publications, information gathering, communication, etc.

Act as point of contact with management and administrative, budget and property management staff.

- Develop, maintain and utilize various administrative databases and extract data and reports from various National Institutes of Health (NIH) systems, e.g., Query, View, and Report (QVR) or other systems.
- Coordinate, process equipment and office supply order requests, serve as the point of contact in the administration of all maintenance contracts for office equipment.
- Serve as liaison between Deputy Director and divisional staff; communicate policies, protocols, regulations, guidelines and general information.
- Act as focal point and primary initial contact for matters concerning the Office; design and coordinate systems for communications among staff to facilitate the efficient flow of information relating to projects and program activities.

Provide guidance to staff on Federal guidelines and procedures.

- Maintain SOPs, guidance documents or instructions associated with the programs and systems used in the organization.
- Prepare SOPs and review for accuracy; maintain knowledge of current regulations, policies, and procedures concerning general administration, organization, procurement, travel, personnel, etc.
- Work as a liaison with other administrative groups to facilitate meeting organizational goals for a variety of high-level programs.
- Provide information to staff on policies and procedures for government travelers and invited guests.
- Explain the Department of Health and Human Services (HHS) and NIH property policies, procedures and regulations in relation to the acquisition of accountable property items.
- Ensure proper implementation of federal personal property management, as defined by federal laws, regulations, and HHS and NIH Property Management Policies.
- Serve as a resource for staff regarding established policy; keep abreast of new guidance and policies; disseminate information to staff and respond to requests for information regarding status of projects or actions.

Develop, maintain and update documentation, databases and spreadsheets for personnel, budget and travel actions.

- Set-up and format spreadsheets to analyze information.
- Maintain tracking systems; use records management systems to ensure proper filing, accountability, storage and retrieval of files.
- Assemble and summarize data, background information and other materials from source materials or automated systems.



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- Maintain databases for tracking, analyzing and reporting of all activities including professional activities, travel and project management.
- Maintain contacts database; update, maintain calendars and shared calendars for multiple staff members.

Prepare inventory and purchase requests and assist with property management.

- Serve as an alternate property custodian to staff for the Division; issue annual personal property passes; maintain and track all property in the assigned office.
- Serve as one of the alternate Property Accountability Officers for accountable property, maintaining required controls and records, and overseeing inventory in accordance with applicable policy and regulations.
- Prepare requisitions for purchase of office supplies and miscellaneous items; maintain office records including office procurements and reimbursement procedures.
- Enter requests for office supplies using Purchasing Online Tracking System (POTS).
- Inventory office supplies and equipment; prepare and process purchase requests and maintenance agreements.
- Process and track order requests using government systems i.e., POTS on behalf of office staff
- Oversee management and control of federal property from acquisition to disposal; use the NIH Business System (NBS) Sunflower Property System to support property management activities.
- Prepare and track requests and justifications for the purchase of materials, supplies and office equipment; follow-up on purchase and procurement requests; review receiving documentation and reconcile all receiving problems; maintain records and spreadsheets of all requests.

REPORTING REQUIREMENTS

- Greeting and directing visitors, fielding phone calls, scheduling meetings, responding to callers, taking meeting minutes, composing memos, developing presentations for meetings, workshops or conferences, generating all types of reports as requested. Additional duties may include filing.
- Assist multiple NIH employees at once. More advanced computer skills are required as the assistant will be required to perform word processing, spreadsheet management, and conduct more advanced internet research. Must have a strong working knowledge of Word, Excel, Microsoft Outlook, SharePoint, Google and Microsoft Edge to conduct research. Also, reviewing and disseminating memorandums to staff.
- Enter purchase requests into the POTS system, reviewing draft policies, standard operating procedures, and memorandums for grammar and format; coordinating travel and submitting data into the NIH travel system; compiling equipment requirements for office staff (e.g., laptops, printers, monitors); preparing LMS training requests.
- The position requires the assistant to perform a variety of administrative functions such as creating and analyzing written documents for dissemination to leadership, compiling information for outside



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inquiries and reports, and developing and maintaining tracking tools to be used for reporting data. A high level of creativity is expected.

- Candidate should have the ability to work well with all levels of management and staff. Prior experience in a scientific research environment for a large Federal agency is preferred. A comprehensive understanding of NIH, its organization and culture is also desired.

LEVEL OF EFFORT

As an Administrative Assistant, the administrative assistant is expected to perform:

- Duties include general clerical skills such as greeting and directing visitors, fielding phone calls, scheduling meetings, responding to callers, taking meeting minutes, composing memos, developing presentations for meetings, workshops or conferences, generating all types of reports as requested. Additional duties may include filing.
- Duties may require an ability to assist multiple NIH employees at once. More advanced computer skills are required as the assistant will be required to perform word processing, spreadsheet management, and conduct more advanced internet research. Must have a strong working knowledge of Word, Excel, Microsoft Outlook, SharePoint, Google and Microsoft Edge to conduct research. Also, reviewing and disseminating memorandums to staff; conducting documents control for routing through office; entering purchase requests into the POTS system, reviewing draft policies, standard operating procedures, and memorandums for grammar and format; coordinating travel and submitting data into the NIH travel system; compiling equipment requirements for office staff (e.g., laptops, printers, monitors); preparing LMS training requests.
- Complex administrative tasks will be typical since they will typically be supporting senior-level staff. Responsibilities include those described for administrative assistants but require more work experience within each function. The position requires the assistant to perform a variety of administrative functions such as creating and analyzing written documents for dissemination to leadership, compiling information for outside inquiries and reports, and developing and maintaining tracking tools to be used for reporting data. A high level of creativity is expected.
- Relieve the executive of administrative type functions to increase the time an executive has available for executive level responsibilities. This position requires the ability to perform all tasks in the other positions. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Relies on experience and judgment to plan and accomplish goals. Candidate should have the ability to work well with all levels of management and staff. Prior experience in a scientific research environment for a large Federal agency is preferred. A comprehensive understanding of NIH, its organization and culture is also desired.



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QUALIFICATIONS

- College degree and four (4) years of related work experience or a high school diploma or GED and eight (8) years of related work experience.
- Ability to perform administrative duties for executive management.
- Possess advanced computer and internet research skills.
- Responsible for confidential and time-sensitive material.
- Prepares routine and advanced correspondence.
- Ability to work well with all levels of management and staff.

Interested candidate should submit resume.

SCG is committed to the principle of equal employment opportunity for all applicants and employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, qualifications, and merit without regard to any status protected by laws and regulations. SCG offers competitive compensation and an attractive benefits package.