



# The Scientific Consulting Group, Inc.

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## Job Ad – Executive Assistant @ ORWH

Consulting firm in Gaithersburg, MD seeks an enthusiastic Executive Assistant.

Under this task order, the contractor will independently provide services to satisfy the overall operational objectives of the Office of Research on Women's Health. The primary objective is to provide Executive Level Support to ORWH Director and deliverables through performance of support services.

**TASKS/SERVICES.** The contractor shall:

- Provide high level executive support to up to 2-3 senior leadership team members, including the Director of ORWH.
- Consult with ORWH senior staff to determine appropriate participants for meetings.
- Apprise the ORWH Director of upcoming events and speaking engagements.
- Ensure strict confidentiality of calendar information.
- Manage/maintain calendars for senior level staff members; prepare daily briefing books as needed. That includes materials for the daily meetings, independently establish appointment priorities, or reschedule or decline appointments or invitations.
- Schedule and coordinate weekly, biweekly and monthly appointments, meetings, luncheons and conference calls for assigned leadership team members using the preferred meeting platforms.
- Confirm meetings via email message with each participant/their assistant with information on the date/time, location, purpose of the meeting and a list of other participants. Send reminder notices for these meetings to participants the day prior to the meeting date.
- Maintain good communication with OD staff, Institutes, and Centers in order to be aware of last-minute changes.
- Maintain good communication with all outside constituents.
- Interact with patience and diplomacy at all times in the course of scheduling.
- Set up and coordinate remote and live meetings and events for the office; query for attendees' schedules; reserve conference space; ensure that room, WebEx and other communication applications (i.e., Zoom, Skype, Teams), and/or conference line is set up correctly and all materials are available for the meeting; make name badges, sign-in sheets and other ways to account for attendance; take meeting notes and document major meeting findings or actions; provide meeting minutes within one week after the meeting occurs.
- Generate agenda, record minutes, follow-up on action items for senior leadership meetings. Manage MS Teams site as directed and needed.
- Note commitments made by executives during meetings and facilitate implementation for staff.

- Coordinate trans-ORWH meetings as directed and needed. Serves as Liaison to ORWH or other NIH staff on various projects as assigned.
- Coordinates with and acts as back up to other program support assistants
- Coordinate the day-to-day office operations, including, but not limited to problem and conflict resolution, organization and prioritization of tasks; respond to written communications; work collaboratively with team members.
- Ensure that requests for action or information are relayed to the appropriate staff; decide whether executive level should be notified of important or emergency issues.
- Summarize the content of incoming materials, specially gathered information, or meetings to assist executive; coordinate the new information with background office sources; draw attention to important parts or conflicts.
- Arrange office networking events and other ORWH functions
- Gather and analyze information about processes and programs; prepare reports, letters, and other documents for review and input for programs, policies, and activities.
- Set up and format spreadsheets to analyze information, as needed.
- Coordinate the printing and conversion of paper documents to electronic files. Maintain organization of electronic files on shared drives.
- Develop, maintain and utilize various administrative databases, as needed.
- Provide parking stickers for visitors as needed; track parking sticker use and reorder within the parameters decided by the IC as needed.
- Ensure that all shared office space and equipment (i.e., copier, conference room, supply room, etc.) are in working order to meet daily business needs.
- Inventory and order office supplies and equipment for senior level staff with the parameters decided by ORWH Leadership; coordinate equipment maintenance; ensure that all commonly used machines (i.e., printers, scanners) are in working order and supplied with paper and toner.
- Assist with the review of all Property assigned to senior level staff to determine that all equipment is accounted for and properly assigned.
- Place procurement requests with the proper justifications and supporting documentation through the NIH POTS system.
- Update and maintain the emergency contact information and staff listing as needed.
- Ensure that office phone trees are up-to-date and accurate and make updates to reflect arrival/departure of staff.
- Submit Help Desk tickets as needed to remediate IT or phone or other communications issues for senior level staff.
- Maintain the office shared drive and common office calendars.
- Maintain files according to the ORWH internal policies and principles.
- Create spreadsheets, word documents, slides and other documents for senior level staff.
- Ensure successful execution of projects and provide updates on project progress to the ORWH Director; ensure that assigned projects stay on task and reach their goals and objectives.
- Develops detailed project plan(s) and apply project management principles to implement projects.
- Handle sensitive and confidential information.
- Adhere to established ORWH protocol on scheduling, notification and preparation of background and briefing materials for all meetings.

**DELIVERABLES.** Upon request, the contractor shall provide documentation evidence of any and/or all work products, including, but not limited to, the following tasks:

- Work products and documents related to updating and maintaining staff calendars; coordinate meetings, meeting materials and parking stickers; schedule conference rooms and audiovisual equipment.
- Work products and documents related to reviewing and tracking property; place procurement orders; coordinate property activities; submit Help Desk tickets; coordinate building maintenance, repairs and renovations.
- Work products and documents related to preparing documents, including office correspondence, SOPs, purchase requests and justifications; office supplies inventory and equipment.
- Work products and documents related to the analysis of projects and associated work assignments; project plans and milestones; project deliverables and requirements; weekly accomplishments reports; lessons learned reports.

**CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED.** The contractor must have:

- Minimum of five (5) years of related experience with proven track records.
- Knowledge of NIH policies, procedures and policies.
- Ability to manage competing priorities
- Ability to engage and communicate with multiple stakeholders who may be more senior
- Outcomes oriented
- Experience in critical path analysis
- Experience in identifying and managing risks
- Experience with Microsoft Office Suite (MS Word, Excel, Outlook, PowerPoint and MS Project)
- Strong communications skills, both oral and written.
- Knowledge of correct grammar, spelling, punctuation, capitalization and style.
- Excellent analytical, organizational, interpersonal and time management skills.

Interested candidates should submit a resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.