



Requisition Number: 157
Position: Administrative Specialist
Location: Las Cruces, NM
Travel Percentage: <10%
Type of Position: Contingent
Relocation Available: No
ITAR: US Citizen Required
Security Clearance: DoD Secret Clearance

About Our Company

Pugh Associates is a Woman and Veteran Owned Small Business, headquartered in St. Petersburg, Florida with field offices in Mount Laurel, New Jersey and Gautier, Mississippi, providing quality Technical and Programmatic Solutions to our Government and Industry customers. Our dedicated staff prides themselves as the Subject Matter Experts in Ship Design, System Engineering, Test & Evaluation, Combat Systems Alignment, Integrated Logistic Support and Combat System Simulation. Pugh Associates is a great place to work, and our team is inspired to provide our warfighters with the tools to defeat threats!

Functional Responsibilities

- Responsible for providing administrative and clerical support to all elements of the WSMR programs.
- Plans and performs work to meet scheduled deadlines.

Notes:

This is not a telework position
This position is located at a WSMR

Minimum Education and Experience:

- High School or GED.
- Three to five years of proven experience as an Administrative Assistant.
- Complete knowledge and proficiency with MS Office Suite products.

Required Skills and Certifications:

- DoD Secret Clearance or ability to obtain an Interim Secret Clearance within 90 days of signing the contingent hire offer letter
- As a condition of continued employment, you must maintain an active security clearance

Other required skills/experience:

- Your resume/cv accepted by our customer
- Proficient in MS Office Word, Outlook, Excel, Access, and Power Point
- Strong attention to detail with organizational and problem solving skills
- Ability to interface constructively with US Government and Industry teammates
- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently and pro-actively in providing high quality services

Pugh Associates is an Equal Opportunity Employer and provides opportunities without regard to race, color, religion, gender (including identity or expression), national origin, age, disability, marital status, veteran status, sexual orientation, or genetic information.

Visit www.pughassociates.com for other exciting career opportunities!

Submit your resume to dawn@pughassociates.com