



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

WASHINGTON, DC

SSAI-CD_-0015

Executive Operations Specialist

Senior Service America, Inc. is recruiting for an Executive Operations Specialist position within the Senior Environmental Employment (SEE) Program (55 years of age or older) that provides support to the United States Environmental Protection Agency (EPA) in Washington, DC.

Role and Responsibilities: This position provides:

Technical Executive Level Operations and Program Support

- Assists and supports program Division Director in developing, implementing and managing front office and divisional operations while strategizing coordination between two divisional locales
- Serves as primary point of contact advising Director and middle managers on divisional operations protocol and guidelines
- Manages coordination of Director and multiple management calendars in Outlook; Exercises strong MS Word processing, EXCEL and related formatting skills in developing a variety of correspondence and other documents pertinent to the program
- Maintains Director's electronic filing, archiving and disposition of pertinent program documents and records
- Manages DC based program activities pertaining to agency mandated staff filings in coordination with the Ann Arbor office as necessary
- Coordinates all shipping/receiving and priority mail (Fedex/UPS) operations
- Organizes and manages coordination of divisional supply function liaising with vendors; managing and controlling the process of receipt and distribution of goods and services accordingly
- Leads management of divisional meeting rooms; Schedules and provides technical assistance as needed for room equipment resources; Attends meetings as required.

Data Processing

- Demonstrates expert navigation of multiple agency systems related to domestic and international travel, procurement, scheduling
- Performs data gathering, data entry and ensures data integrity; Analysis and summarization of system and/or report data as applicable for review
- Creates and manipulates pdfs
- Initiates mechanisms to evaluate input data and generates reporting as applicable to staff & management

Provides High Level of Customer Service

- Responds to Director and middle management technical and program specific support requirements advising and providing guidance in divisional and agency infrastructure processes and policy
- Coordinates with and provides guidance to Director's external visitors as necessary ensuring professional and customer focused experiences

- Exercises team coordination, engagement and support as required
- Other special program specific projects and duties as assigned
- Creating excel spreadsheet files and reports; Gathers, reviews and assesses data for program projects as assigned
- Assists in employee move coordination efforts, management of staff on-boarding and off-boarding, etc.

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS/GED, Associates Degree or certification desirable; 10 years of experience in an office operations environment; must have the ability to use Windows Office Suite (MS Word, MS Excel, PowerPoint).

Hours & Compensation: Full-Time position working 40 hours per week @ \$27,560 per year (\$13.25 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to: seep_resumesmd@ssa-i.org. In the Subject Line of email, please type *Executive Operations Specialist*.