

## **Career Opportunities**

### **PROGRAM SUPPORT ASSISTANT**

**FIBERTEK, Inc.** A top 100 NASA Prime Contractor and recognized U.S. Army Communications-Electronics Command (CECOM) Small Business. Fibertek is a well-renowned small business providing government and aerospace customers with laser and electro-optical instrumentation technologies typically used for fielded systems on both terrestrial and spaceborne platforms. Fibertek's primary customers are DoD and NASA. We also provide on-site technical support to the US Army and NASA through our engineering services contracts.

**Fibertek has an immediate career opportunity available for a Program Support Assistant at its location in Herndon, Virginia**

#### **Job Overview:**

Fibertek, Inc. is looking to fill a position for a Program Support Assistant. The Assistant will perform multiple taskings in a small team environment by supporting them in areas such as: proposal development and submission, contract administration, communication and coordination between business partners and customers, data organization and management, and corporate security administration.

#### **Highlights of Responsibilities:**

- Assisting high level personnel or managers with administrative or miscellaneous tasks
- Research, analyze, and report data related to government contracting
- Provide administrative support for various programmatic needs
- Data gathering and preparation of customer required monthly technical and cost reports
- Attend internal/external team meetings
- Provide customer support via phone, email, and occasional travel to customer locations
- Assistance with fast-paced proposals and related document management
- Contract management support and administration (spreadsheet, document, and file maintenance)
- Proof reading and report checking
- Administrative support for corporate security officer

#### **Basic Qualifications**

- B.A./B.S. degree required
- Excellent written and oral communication skills
- Strong organizational skills - able to handle multiple projects and work under pressure in time sensitive situations
- Willingness to occasionally travel to customer locations for programmatic support or business development needs
- Confident professional manner in dealing with clients and colleagues
- Technology savvy—ease using the Microsoft Office suite (Word / Excel / PowerPoint /Outlook) and the ability to learn other platforms as necessary
- Able to work effectively both independently and within a team environment
- Willing to occasionally work odd hours when proposal demands necessitate



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- Must be a U.S. Citizen who can obtain and maintain a DoD SECRET level security clearance

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- General office environment, no special physical demands required. Some lifting and/or moving up to 10 pounds required.

**The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment.**

To explore this opportunity further, please send your resume to [jobs@fibertek.com](mailto:jobs@fibertek.com).

**Fibertek, Inc. is an equal opportunity and affirmative action employer. Applicants are considered regardless of race, color, religion, sex, disability, veteran status, or any other protected characteristic in accordance with applicable law.**