

Career Opportunities

RECEPTIONIST/ADMIN ASSISTANT (PT/FT)

FIBERTEK, Inc. A top 100 NASA Prime Contractor and recognized U.S. Army Communications-Electronics Command (CECOM) Small Business. Fibertek is a well-renown small business providing Government and Aerospace customers with laser and electro-optical instrumentation technologies typically used for fielded systems both terrestrial and spaceflight platforms. Fibertek 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 for a Receptionist-Administrative Assistant at our Herndon, Virginia location.

Job Overview:

We are looking for well-organized Receptionist/Admin Assistant who will report to the Human Resources Manager. A strong multi-tasker who will organize and coordinate administration duties and office procedures while creating and maintaining a professional and pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety. Responsibilities include scheduling meetings and appointments, office supplies, greeting visitors and providing general administrative support. Previous experience running a front office would be an advantage.

To be successful in this position the Incumbent should have experience with a variety of office software, MS Word, Outlook, Google and excel and be able to accurately handle administrative duties. Ultimately, the Receptionist ensures the smooth running of the office and helps to improve office procedures and day-to-day operation. This position can be a great career advancement opportunity into the role of Office or Administrative Manager.

Highlights of Responsibilities:

- Provide professional polite greetings to visitors and guest. Answer phone in polite manner remaining respectful at all times while demonstrating exemplary customer service skills.
- Serve as the point person for coordinating duties including maintaining mailroom, supplies, equipment, vendors, bills, errands, shopping.
- Schedule meetings and appointments for leadership team, coordinating conference rooms schedules, set-up, supplies, lunches, airlines, car rentals, hotels for Leadership conferences.

- Support HR organizing benefits materials, assist with orientations, scheduling interviews, events, folders, flyers, recruiting-candidate travel and/or relocation. etc.
- Plan in-house or off-site activities, like parties, celebrations and conferences.
- Coordinate and collaborate with IT department, Facilities, Purchasing, Payroll, HR, Safety, Security and Labs.
- Manage contract and price negotiations with office vendors and service providers such as Staples, Office Depot, etc.
- Liaise with facility management team; including logistics, cleaning and maintenance.

Basic Qualifications

- Education: High School diploma required; College level courses in Administrative or Office Manager skills will be a plus
- 2/3 years strong relevant Receptionist/ Office Admin experience. Will consider College degree in lieu of experience.
- Proven experience as an Receptionist required
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Word, Excel, Outlook, Power Point)
- Hands on experience with office machines (e.g. fax machines, copiers and printers)
- Familiarity with email scheduling tools, like Email Scheduler and Google Mail
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements

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.