

DEC 2017 (PLEASE SEND RESUMES TO JOBS@MSCORP.NET)

POSITION(S) **WATERFRONT ADMIN ASSISTANTS NORFOLK** NAVAL SHIPYARD (NNSY)

(PLEASE SEND RESUMES TO JOBS@MSCORP.NET)

Location: Norfolk, VA (On-site at NNSY.)

Job Status: Full-time

Responsibilities & Duties

WATERFRONT ADMINISTRATION ASSISTANT (Personnel Qty 7): Full time contractor support is required to process, scan, route and deliver Technical Work Documents (TWD) and other correspondences to various codes and projects throughout the waterfront and other local bases as required. Personnel should have excellent oral and written communications skills and be familiar Microsoft Office. Personnel must possess a valid driver's license.

TECHNOLOGY AND INNOVATION ADMINISTRATION ASSISTANT: Full time contractor support is required to perform reception and administrative functions for the Technology and Innovation lab. This would include daily routine duties such as maintaining Lab schedules and calendars. The contractor will greet customers for initial visit or other customer requirements as needed. Personnel should have excellent oral and written communications skills and be familiar Microsoft Office. Contractor must also be able to support lab with inventory and ordering of office supplies.

Citizenship: Must be a U.S. Citizen.

Clearance: Must have a current DOD clearance within the last two years.

Benefits: Medical, Dental, Vision, 401K, Paid Holidays