



Full Job Description

Job Title	Administrative Aide / Receptionist
Job Description	<p>EMSolutions, Inc. is seeking an Administrative Assistant for it's Arlington, VA office. Responsibilities include:</p> <ul style="list-style-type: none">- Coordinate with building security to facilitate access for all scheduled guests (desk staffed from 8:00 AM to 5 PM)- Greet visitors, making sure they sign in on the log and they are issued a visitor's pass- Insure prompt contact with host / Insure comfort during any waiting time- Maintain attractive and well organized reception area- Maintain current employee listing of phone numbers, pagers, and cell phones- Mail distribution and message support<ul style="list-style-type: none">- Breakdown of incoming mail and support for outgoing mailings- POC for courier service- Fax support - prepare for distribution and notify appropriate staff member- Provide the coordination for the monthly birthday cake for brown bag meeting with the Executive Assistant- Copier room, POC for copier service and supplies- Responsible for stocking and maintaining the company kitchen<ul style="list-style-type: none">- Monitor kitchens for coffee, tea, cups and other supplies periodically throughout each workday- Maintain cleanliness and professional appearance- Check with meeting hosts to insure coffee, and/or tea, or food is ready for scheduled meetings- Perform an end of the day final clean up of the kitchens- Monitor refrigerator and clean out periodically (after sending notice to staff to label food and/or other items they want to keep)- Supply Cabinets, maintain in an organized manner and maintain a sufficient level of regularly used supplies at all times- Submit all supply orders to Executive Assistant for review / final approval / Director of Administration- POC for routine building services (maintenance and cleaning) <p>Monitor floor space for services</p> <ul style="list-style-type: none">- General administrative duties include clerical duties, office support, Assistant Travel Agent, update employee information, and

	<p>maintaining the SOP Handbook.</p> <ul style="list-style-type: none"> - Other duties include helping the Executive Staff as necessary, handling all expense reports, travel documentation, finance filing, maintaining consultant invoices, building documents and presentations for finance, mailing financial/contract information, and aiding in the recruiting effort - Any other duties as assigned <p>Reports to the Director of Administration</p>
Education Level	Associate's Degree
Work Location	Arlington, VA
Clearance	Not Required
General Experience	2 years
Specialized Experience	1 years
Acquisition Experience	Not Required
Travel Requirements	Not Required