Administrative Assistant

Location	Fort Bragg, NC
Work Arrangement	Full-Time, On-Site
Clearance	Top Secret

Grit Government Solutions is currently looking for a Administrative Assistant for its customer based out of Fort Bragg, NC.

Responsibilities:

- Manage and coordinate the Colonel's daily calendar, appointments, meetings, conferences, and official engagements.
- Review, prioritize, and track executive correspondence, suspense actions, staff packages, and taskers to ensure timely completion.
- Prepare, proofread, and route memorandums, reports, briefings, executive summaries, and official communications.
- Coordinate domestic and international travel arrangements, itineraries, vouchers, and travel documentation.
- Serve as the liaison between the Colonel, higher headquarters, subordinate units, government agencies, contractors, and external organizations.
- Screen visitors, telephone calls, and requests for information, ensuring appropriate routing and follow-up.
- Track and monitor action items, projects, and decision papers, providing status updates and recommendations to leadership.
- Organize command staff meetings, leadership conferences, ceremonies, and official events.
- Maintain electronic and hard-copy records in accordance with Department of Defense records management requirements.
- Protect sensitive, classified, and personally identifiable information (PII) while maintaining strict confidentiality.
- Prepare meeting agendas, capture meeting notes, and monitor completion of assigned actions.
- Coordinate awards, evaluations, personnel actions, and executive-level administrative requirements.
- Support continuity of operations by maintaining office procedures, contact rosters, and executive support processes.
- Ensure compliance with directives, policies, and administrative procedures.

Knowledge, Skills and Abilities:

- Extensive knowledge of administrative processes and military protocol.
- Strong organizational and time-management skills.
- Ability to manage multiple priorities in a high-visibility environment.
- Exceptional written and verbal communication skills.
- Proficiency with Microsoft Office 365 applications, Teams, SharePoint, and administrative systems.
- Ability to exercise sound judgment, discretion, and confidentiality.
- Strong attention to detail and ability to meet strict deadlines.