Administrative Support

Location	Owego, NY
Work Arrangement	Full-Time, On-Site, 4/10-1st Shift

Grit Government Solutions is currently looking for a Administrative Support for its customer based out of Owego, NY.

Responsibilities:

- Provides administrative and space planning support to the Owego Facilities organization.
- Gathers, maintains, tracks, and verifies space, occupancy, employee, and facilities-related data from multiple sources. Provide field checks on a daily basis, walking around our 1.6M SF campus.
- Updates space planning records, floor plans, seating assignments, and related databases to support effective utilization of workplace and facility resources.
- Compiles and analyzes data and prepares reports, spreadsheets, presentations, timelines, tables, and other materials to support Facilities planning and decision-making.
- Coordinates and tracks space requests, moves, changes, and other workplace activities, ensuring information is accurate and up to date.
- Manages calendars and schedules for the Facilities team, including coordinating meetings, appointments, site visits, and other team activities.
- Provides administrative support for Facilities projects, meetings, communications, and day-to-day operations, including coordinating business travel, preparing and processing expense reports, and assisting with other administrative activities as needed.
- Assists with developing and improving processes to enhance workflow, data accuracy, and overall efficiency.
- Provides information and guidance to employees and internal partners regarding Facilities processes, procedures, space assignments, and related services.