



POSITION: Executive Assistant (SES Support)

LOCATION: The Pentagon

SECURITY CLEARANCE: Top Secret (with SCI Eligibility)

POSITION OVERVIEW

SecuriFense is seeking a highly experienced and mission-focused Executive Assistant to provide direct administrative and operational support to a Senior Executive Service (SES)-level official at the Pentagon. This position demands exceptional discretion, superior organizational skills, and a thorough understanding of the fast-paced, high-stakes environment of the Department of Defense. The successful candidate will serve as a force multiplier for senior leadership, enabling the executive to focus on mission-critical decisions and strategic priorities.

KEY RESPONSIBILITIES

Calendar & Schedule Management

- Manage the SES official's complex, dynamic calendar, including scheduling, rescheduling, and prioritizing internal and external meetings, VTC conferences, hearings, and engagements with senior DoD, interagency, and Congressional stakeholders.
- Anticipate schedule conflicts and proactively develop solutions; brief the executive on daily priorities each morning.
- Coordinate with executive offices across the OSD, Joint Staff, Military Departments, and interagency partners to synchronize engagements.

Correspondence & Communications

- Draft, review, edit, and track all executive-level correspondence including action memos, talking points, decision briefs, read-aheads, and formal letters.
- Manage incoming and outgoing classified and unclassified communications via appropriate channels including SIPR, NIPR, and STE/SVTC systems.
- Serve as the primary point of contact for the executive's office; screen and prioritize calls, emails, and visitors with professionalism and sound judgment.
- Ensure all written products comply with all formatting standards and are delivered on time.

Administrative & Logistical Support

- Coordinate and manage all travel arrangements including DTS submissions, country clearances, diplomatic notifications, and post-travel vouchers for domestic and international travel.
- Prepare and maintain official files, records, and document control systems in compliance with applicable DoD records management policies.
- Track and manage suspense actions, taskers, and due-outs; ensure timely completion and closure of all open items.
- Coordinate read-ahead packages, agendas, and after-action reports for all significant meetings and events.

Protocol & Events

- Plan and execute official ceremonies, distinguished visitor engagements, staff calls, and off-site events in accordance with DoD protocol standards.
- Manage logistics for high-profile visits including coordination with Pentagon Force Protection Agency (PFPA), building access, parking, and escort requirements.
- Serve as liaison with Pentagon Protocol Office and other ceremonial support entities as required.



Classified Environment Management

- Handle classified materials, documents, and communications at the TS/SCI level in strict accordance with security protocols and applicable Executive Orders and DCSA/DNI guidelines.
- Maintain awareness of and compliance with all Pentagon physical security, cybersecurity, and information security requirements.
- Coordinate access to SCIFs and classified spaces for staff and visitors as required.

REQUIRED QUALIFICATIONS

- Active Top Secret security clearance with SCI eligibility; must be adjudicated and in-scope (no interim clearances accepted).
- Minimum of five (5) years of progressive experience providing direct executive-level administrative support, with at least two (2) years supporting SES, General Officer/Flag Officer (GO/FO), or equivalent senior government officials.
- Demonstrated proficiency in managing complex calendars, high-volume correspondence, and sensitive communications in a DoD or interagency environment.
- Strong knowledge of DoD administrative procedures, Army/OSD/Joint Staff staff processes, and Pentagon-specific protocols.
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel) and DoD collaboration/communications tools (SIPR, Teams, VTC platforms).
- Experience with the Defense Travel System (DTS) for travel coordination and voucher processing.
- Exceptional written and verbal communication skills; ability to draft professional correspondence with minimal supervision.
- Demonstrated ability to manage competing priorities under pressure while maintaining strict attention to detail and confidentiality.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Communications, Political Science, or related field.
- Prior experience supporting DoD SES, Senior Intelligence Service (SIS), or equivalent civilian executives at the Pentagon or a major command headquarters.
- Familiarity with Action Officer processes, Joint Staff J-codes, or OSD policy development workflows.
- Knowledge of Congressional liaison functions and legislative affairs processes.
- Prior military service or significant experience working alongside uniformed military personnel at the senior officer level.

CORE COMPETENCIES

- Discretion and Professional Judgment — Ability to handle sensitive information with absolute confidentiality and integrity at all times.
- Mission Focus — Oriented toward enabling leadership effectiveness and organizational mission success above all else.
- Proactive Problem Solving — Anticipates needs, identifies issues early, and resolves them independently or escalates appropriately.
- Interpersonal Effectiveness — Builds and sustains productive working relationships across organizational boundaries at all levels of seniority.
- Adaptability — Thrives in a dynamic, high-tempo environment with shifting priorities.
- Attention to Detail — Produces accurate and high-quality products under time pressure.