



Join an award winning, fast growing, dynamic company that supports Federal Government customers in the Defense and Intelligence Communities. Decision Technologies provides intelligence analysis, strategic planning, policy support, acquisition management, engineering, and logistics support services. We match our capabilities to the needs of our customers to deliver high-quality professional services, develop advanced technologies, and deploy cutting-edge sensor and information systems.

### Position Description

<b>Position:</b>	<b>Executive Assistant/Office Manager</b>
<b>Salary Range:</b>	Commensurate w/ experience and education
<b>Location:</b>	Arlington, VA
<b>Position Status:</b>	Full Time
<b>Clearance:</b>	Not required, secret clearance desired
<b>Education Level:</b>	Associate Degree; Bachelor's preferred
<b>Relevant Work Experience:</b>	5 – 10 years
<b>Other Requirements:</b>	US Citizens only

Decision Technologies, Inc. is looking for an experienced Executive Assistant and Office Manager to support their Headquarters Office located in Crystal City, VA.

#### Duties include but are not limited the following:

- Support the company President/CEO with various administrative tasks and special projects as needed
- Track and perform corporate actions related to operations, finance, and business development.
- Set-up and support weekly management meetings by creating and distributing agendas and minutes
- Answer telephone and direct calls
- Support and maintain contracts with vendors at the HQ office for services such as: internet providers, copier/printing services, parking management, recruitment websites, etc.
- Manage/Administer company Concur Solutions travel expense system and Skillsoft training website
- Manage annual projects, including: planning and booking annual holiday party, coordinating annual shipment of holiday cards, annual reports

#### Skills and experience required/desired:

- Proficient in MS Word, Excel, PowerPoint, and Outlook
- Must have a car and valid driver's license
- Must have excellent written and oral communication skills

**We Offer:**

- Competitive salaries and benefits package
- Medical and dental insurance
- 401K
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long-Term Disability
- Vacation time
- Advancement Opportunities