



Administrative Assistant

Charleston, SC

I.M Systems Group (IMSG) (www.imsg.com), a contractor to the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center (Center), seeks an individual to provide administrative assistance and support for document duplication, filing, procurement, and any other administrative support needed.

A wide range of duties include providing assistance in updating office filing systems and maintaining supply inventories; support in developing, updating, and maintaining electronic documents; provide assistance in document duplication, distribution, and transmission to appropriate Center staff and outside agencies; support Center's Clearinghouse through inventory maintenance, mailing list updates, product packaging and distribution; retrieval and organization of data and information for routine or special projects, assist in the operation of office equipment and maintenance of equipment locations; and maintain accurate inventory of consumable supplies

The successful applicant should possess all of the following skills:

- Ability to manage office files and supply inventories
- Experience in generating documents and presentations
- Knowledge of operating standard office equipment
- Ability to distribute Center products
- Ability to transmit, receive, and distribute documents
- Experience tracking/inventorying common use equipment
- Experience organizing or retrieving data and information
- Strong organizational skills
- Ability to multi-task
- Detail oriented
- Experience in MS Word, PowerPoint and Excel
- Experience in working with search technologies/engines on the Internet

If you are looking for a relaxed, yet challenging work environment and opportunities for training and career development – this is the job for you.

This opportunity requires a minimum of one-year experience in data entry and/or working in MS Word, PowerPoint and Excel. Good telephone, interpersonal, organizational, and writing skills are a plus. U.S. citizenship or permanent resident status required.

To Apply: Send resume to jobs@imsg.com with the following subject line –
Administrative Assistant