

PROJECT AND OFFICE SUPPORT

JACOBS CONSULTANCY, an internationally recognized aviation management consulting firm based in Burlingame, California seeks a bright, diligent individual to support project teams and manage the administration of the Chantilly, Virginia office.

Duties

Work with project managers to provide overall project support; coordinate and assist with:

- Invoicing
- Budgeting & expense tracking
- Preparing subcontracts
- Preparation and submission of federal contract reports
- Working with clients and subcontractors
- Organize and maintain project records
- Scheduling
- Other project support tasks as needed

Chantilly Office management including:

- Expense report submission and tracking
- Liaison to building management on maintenance and contractual issues
- Weekly staff schedules compiled, distributed and input in SharePoint
- Coordinate onboarding of new employees
- Track and procure office supplies
- Handle incoming and outgoing mail, packages and faxes
- Assist with administrative tasks and projects as requested

The successful candidate will be comfortable with a broad range of complex responsibilities; able to exercise independent judgment; perform a variety of administrative/clerical support tasks for a specific project or contract; gather, compile, track, and report on information relevant to a project assignment from multiple sources; set up and maintain Excel spreadsheets for budgets and expenditures; compile and generate invoices, reports, statistics, timelines, tables, graphs, correspondence, and presentations; and may design processes to enhance work flow.

Requirements:

- AA degree or equivalent experience
- Minimum 3 years experience in administrative/office environment
- Minimum 3 years experience in Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook
- Advanced Excel ability a plus
- Experience in project management or invoicing a plus
- Experience with Oracle financial systems a plus
- Experience with U.S. Federal contracting a plus
- Flexible, willing to cross-train on other tasks
- Ability to pass U.S. Federal Government security vetting
- Proof of U.S. Citizenship or U.S. Green Card is required for this position

Skills:

- Excellent written and verbal English language communication skills
- Superior organizational skills
- Ability to prioritize tasks
- Ability to work independently as well a collaboratively
- Initiative; sense of personal ownership of work
- Ability to keep control of working files/records for several projects at once

JACOBS CONSULTANCY is an equal opportunity employer—all qualified candidates are encouraged to apply.