

## **Administrative Assistant (Annapolis, MD)**

At NewGen Strategies and Solutions, our vision is to be the consulting company that makes a difference for our clients, our employees, and our community. Our values include making an impact, fostering innovation, expecting quality, cultivating community, and serving as a trusted advisor to our clients and community. We are searching for a detail-oriented Administrative Assistant to join our team in our Annapolis, MD office. Other qualities desired in the ideal Administrative Assistant include:

- Ability to manage multiple projects and processes and handle competing priorities.
- Outgoing personality with excellent oral and interpersonal communication skills.
- Attention to detail and the ability to spot errors and inconsistencies when performing quality checks (e.g., proofreading, formatting consistency, etc.) on documents, presentations, etc.
- Able to adhere to tight deadlines.
- Intermediate to advanced proficiency with Microsoft Office (Word, PowerPoint, Outlook).
- Desire to learn new tools and programs to grow with the company.
- Ability to work independently and collaboratively in a team environment at all levels in an organization and manage the various personality types.
- Ability to maintain appropriate confidentiality of sensitive information.

### **Job Description**

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NewGen seeks to hire a well-qualified Administrative Assistant to join our Annapolis, MD office. The successful candidate will serve as an Administrative Assistant assigned to support Annapolis office personnel, as well as additional support for designated remote employees outside the office.

The duties of the Administrative Assistant position include, but are not limited to:

- Provide administrative support to multiple Project Managers and company leaders.
- Compile content, review, edit, and format project deliverables, including reports, memos, letters, proposals, and PowerPoint presentations.
- Primary production of final physical deliverables (e.g., proposals, reports, etc.).
- Support business development efforts, including company responses to competitive RFPs/RFQs.
- Prepare Professional Service Agreements, Subconsultant Agreements, contract addendums, and other project-related documentation under the direction of Project Managers.
- Perform general office duties including, but not limited to, answering phones, ordering supplies, filing, document preparation, office organization, etc.
- Assist with booking travel arrangements, scheduling, and other logistics for Project Team members.
- Coordinate calendars, arrange appointments, and schedule/set meetings.
- Be a culture champion in the office and support employee engagement.

- Coordinate office celebrations and social functions.
- Maintain company image and brand through the use of templates and use of presentation materials, graphics, supporting tools, etc.
- Assist with time and expense reporting.
- Adhere to NewGen standards with respect to work products, ethics, and other relevant company policies.
- Other duties as assigned.

### Qualifications / Required Skills

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The successful candidate will have the following qualifications:

- Minimum of 2 years' successful experience in the Administrative Services field.
- High school diploma or GED required. Associate's or bachelor's degree preferred.
- Strong interpersonal, customer service, and communication skills.
- Ability to multitask.
- Proficient in Microsoft Office suite.

### Additional Information

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**Location:** Annapolis, MD

**Employee Type:** Full-time in office (Monday – Friday), Non-Exempt Status

**Start Date:** July 2022

We offer competitive salaries and bonuses. Our benefits package is competitive and includes medical insurance, 401(k) plan with matching, paid personal time off and holidays, and flexible work schedules. Investment in formal and informal professional development is encouraged and funded by NewGen.

Base Compensation Range: \$37,500 – \$45,000

The range provided is NewGen's reasonable estimate of the base compensation for this role. The actual amount may be higher or lower based on non-discriminatory factors such as location, experience, knowledge, skills, and abilities.

To qualify, applicants must be legally authorized to work in the United States and should not require, now or in the future, sponsorship for employment visa status. NewGen is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. NewGen strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, gender identity, sexual orientation, marital status, sex (including pregnancy), age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.