

Job Title: Secretary I

Job Location: NASA's Kennedy Space Center, FL

Job Classification: Non-Exempt

Job Type: TEMPORARY, Short Term Assignment (approx. 13 weeks)

Where to apply: imssfl.com

DUTIES/RESPONSIBILITIES:

Perform duties to provide secretarial and clerical support for the assigned Manager and Departmental Supervisors, where work involves the preparation of correspondence and the maintenance of documentation, administrative requirements, files, records, databases, purchase requests and calendars, working within the limits of standard or accepted practice.

1. Develop documents for correspondence, reports, memoranda, and similar documents from original notes, drafts or other data and compose routine transmittals or responses from discussions or independently from knowledge of circumstances and standards as directed.
2. Ensure that correspondence complies with established standards for grammar, punctuation, terminology, spelling and format.
3. Receive, sort and distribute mail.
4. Answer, screen and direct telephone calls, and take and relay messages. Greet and direct visitors and personally attend to routine inquiries.
5. Maintain training/travel calendars for assigned personnel, arrange and schedule training and appointments, obtain confirmation and follow up with other parties. Track expense reimbursement documentation as directed.
6. Attend meetings and take, transcribe and distribute minutes as required.
7. Organize and maintain computerized and manual files, records, schedules, inventories, libraries and data bases, back up and purge systems as required and annotate files, and retrieve data in report form as required.
8. Monitor the progress of listed commitments and suspense items and report on past due projects as directed.
9. Maintains and orders office supplies as necessary in accordance with NASA and KSC reuse and green purchasing.
10. Serves as Point of Contact for requisition input for materials being ordered, when required.
11. Serves as Point of Contact for government furnished stock requisitions.

12. Serves as the Technical Documentation (TechDoc) Point of Contact. Assures all changes are clearly marked on the documentation and relevant signatures are present prior to uploading it into the TechDoc system.
13. Serves as the Record Management Liaison.
14. Serve as Point of Contact for Customer Satisfaction Survey. Responsibilities include maintenance of the Customer Survey form and receipt and data entry of completed Customer Satisfaction Surveys.

QUALIFICATIONS:

Education / Training:

Requires a basic high school education plus some specialized secretarial training.

A minimum of five years of experience in secretarial and general office routines is desired. Work requires skilled keyboard operation for sustained periods.

Knowledge / Skills / Abilities:

Requires knowledge of secretarial and clerical routines and procedures as well as computer operation and keyboard skills. Specific position may require knowledge of, or ability to learn, computer operating system, database, spreadsheet, word processing, graphics and other common programs.

Additionally may require knowledge of, or ability to learn, specialized terminology or regulations relating to Occupational Health and Environmental Services operations. Requires the ability to read and interpret written information and effectively communicate verbally and in writing where information includes precise information and terminology, possibly of a confidential nature.

Working Conditions:

Must thrive in a team atmosphere and effectively work with all levels of employees. General office environment may require minor lifting and bending.

Complies with all Company safety policies and site-specific safety procedures. Participates in and supports the KEMCON safety program. Ensures safe operating conditions within area of responsibility. Identifies potential hazards, concerns, and safety incidents and reports to supervisory personnel.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

IMSS is a drug-free workplace.