

**Administrative
Corporate
Fort Walton Beach, Florida**

Assistant

**I
Office**

HX5 is going through Kelly Services to fill this role. The right person may become a permanent member of the HX5 team after 90 days. If interested, please follow the special instructions provided at the bottom of this profile to apply.

HX5 is an award-winning provider of engineering, research and development, and technical services to clients such as NASA and the Department of Defense. Founded in 2004, HX5 is a fast-growing veteran- and woman-owned company with locations nationwide.

Summary

The Administrative Assistant I will provide support to office personnel and various departments as needed. Responsibilities will include acting as the receptionist, organizing and prioritizing incoming calls, performing customer service functions, addressing employee requests and questions, assisting staff with scheduling and set up of meetings, and maintaining excellent employee and client relations.

Essential Duties and Responsibilities

This position includes the following duties:

- Answers incoming telephone calls on the first ring, determines the purpose of callers, and forwards calls to appropriate personnel or department
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable
- Answers questions about the organization and provides callers with address, directions, and other information
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel
- Schedules, manages and updates appointment calendars for Executive, HR and other departments as needed
- Assists HR staff in new hire processes and on-boarding functions
- Continue to file and maintain organized electronic personnel files
- Performs other clerical duties as needed, such as filing, photocopying, and collating.
- Process vendor invoices as required
- Process travel expenses for corporate management as needed

- Organizes, sets up and prepares conference rooms for group luncheons, guest meetings and corporate functions as needed
- Supports each department with special projects and administrative needs as necessary
- Assists recruiters with posting jobs to state unemployment sites
- Other duties may be assigned

Supervisory Responsibilities

This position has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Communication - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; keeps others adequately informed; demonstrates group presentation skills
- Continuous Learning - Assesses own strengths and weaknesses
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills
- Use of Technology - Demonstrates required skills

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or equivalent and one year of administrative experience helpful. Must have the ability to demonstrate discretion, professionalism and maintain confidentiality. Familiarity with government contracting is helpful.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office Word, Excel, Outlook and PowerPoint. Experience using databases such as

a Human Resource Information System, Applicant Tracking System or Payroll System helpful.

Certificates, Licenses, Registrations

There are no certifications, licenses, or registrations required for this position.

Other Requirements

- This role requires walking up and down flights of stairs, daily.
- Lifting up to 20lbs

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This role requires walking up and down flights of stairs, daily. This role requires lifting of up to 20lbs.

Position Type/Expected Hours of Work

This is a full-time position requiring 40 hours per week and offers a flexible work schedule Monday through Friday during core business hours.

Travel

This position does not require travel.

HX5 offers a competitive salary and benefits package to include:

- Medical/Dental/Vision Insurance
- 401(k) plan with Company Match
- Paid Holidays
- Accrued Paid Time Off
- Parental Leave
- Life Insurance
- Tuition Reimbursement
- Identity Protection
- Medical and Dependent Care Flexible Spending Accounts

- Commuter/Transit Spending Accounts
- Group Legal Coverage Options
- Pet Insurance

AAP/EEO Statement

HX5 is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

HX5 is a Drug-Free Workplace

Accessibility Notice

If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please call (850) 362-6551.