



Program Office Administrator

 TRAX International / Yuma, AZ

Classification: Exempt

Apply online: www.traxintl.com

Assists the Program Manager with contract and enterprise wide assignments. Independently completes assignments and resolves problems. Assists with documentation by developing, writing, and editing material for reports, presentations, and related technical and administrative publications. Performs non-routine and complex assignments for which no precedent may exist, exercising high levels of initiative and excellent judgement while meeting deadlines. Performs tasks independently including: creating and maintaining office files; answering phone calls; receiving office visitors; scheduling appointments and meetings; tracking organizational assignments; ensuring timely staff responses; operating office machines; routing documents; preparing and maintaining reports, records, and documents; using computers and various software products in support of daily operation; tracking personnel training and certifications, and other office tasks. May provide guidance, direction, and instruction to other administrative or office personnel. Provides positive and professional interface to senior government officials, management, TRAX personnel, and customers. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews prepared reports and presentations and recommends revisions or changes in scope, format, or content. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May edit, standardize, or make changes to material prepared by other writers. Provides exceptional customer service in person, on the telephone, and in written correspondence (such as e-mail). Receives assignments from the Program Manager and coordinates with other TRAX team members. Performs other duties as required to complete the assigned mission.

Pay Rate: DOE

Education/Licenses/Certifications/Experience Requirements:

- Must have a Bachelor's degree in Business, English Journalism, Communications, or other related subject with four (4) years of related experience OR a Master's degree and two (2) years of experience.

Job Skills Requirements:

- Must have strong computer and word processing skills, including being proficient with Microsoft Office – including Word, Excel, PowerPoint, and Outlook.
- Must have experience placing images and graphics in documents and presentations.

Physical Demands and Working Conditions

- Must pass a pre-employment drug screening and physical and periodic retests.
- Wear Personnel Protective Equipment (PPE) as needed and assigned.
- Must be capable of working in extreme weather conditions including summer temperatures peaking around 120 degrees Fahrenheit.
- Must be capable of lifting 25 lbs. unassisted.
- Must meet the physical requirements to perform operations outlines, performed, and stated in the SOPs.

Job Requirements:

- Must possess a valid driver's license, without special restrictions.
- Must have dependable transportation and a dependable means of communication.
- Must be able speak, write, read, and understand English.
- Must have a well-mannered customer service attitude.
- Must be willing to cross-train in other areas.
- Must use “down-time” effectively to the benefit of test, self, and company.
- Must be punctual, responsible, and dependable.
- Must demonstrate motivation, initiative, and reliability.
- Must be adaptable, flexible, and able to adjust to new or changing instructions.
- Must have a demonstrated ability to follow instructions and company policy.
- Must be able to deliver quality products to the customer and be responsive to their needs.
- Must be safety and security conscious, complying with rules and policies.
- Must be able to work both as part of a team and independently.
- Must have excellent written and oral communication skills.
- Must have demonstrated ability to perform their duties with a high level of attention to detail.
- Must be able to work all shifts, weekends, holidays and overtime as needed, sometimes on short notice, to support test missions.

Additional Desirable Qualifications:

- None

Terms of Employment and Eligibility Requirements

- Must be a U.S. Citizen.
- Must possess a high school diploma or equivalent.

- Must possess or be able to obtain a security clearance prior to employment and maintain security clearance for the duration of employment.
- Must be a current TRAX employee or affiliate subcontractor for internal postings.

Relevance of experience to be determined by the hiring manager.

The lists above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. TRAX International reserves the right to make changes to the job description whenever necessary.

TRAX is committed to an inclusive and diverse workplace that values and supports contributions of all individuals. TRAX is an equal opportunity employer of minorities, females, protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, familial status, pregnancy, ancestry, national origin, handicap, gender identity or expression, protected genetic information, disability status, protected veteran status, or any other characteristic protected by law.