



Position Description Business Administrative Assistant II

Position Title	Business Administrative Assistant II
Position Description	Responsible for supporting operational aspects of the business with administrative and logistics support to include material or administrative support for projects/contracts, marketing and business development activities, office operations, tracking employee performance through customer surveys and internal metrics, customer service, and other administrative tasks required to support these responsibilities.
Essential Responsibilities	<ul style="list-style-type: none">• Provide essential logistical, office, and administrative support to ASG main office and team members that are essential for successful operation of the business.• Ensure completion of routine and non-routine tasks that support business operations, management, and administration such as accounts payable, book-keeping, accounts receivables, invoicing, payroll, business metrics, team member metrics, audits, etc.• Collect, track, and analyze customer feedback for team members' performance.• Market/promote ASG courses, services, products through ASG website, social media accounts, mailing lists, and learning management system.• Develop marketing materials such as posters, literature, booth support and other items for promotion of ASG's technical capabilities. Promote business development activities.• Maintain, implement, and update company management system, policies, plans, procedures, and documents.• Manage ASG's schedule, production of materials in support of conferences, other logistical requirements to ensure successful promotion at events/conferences.• Manage assigned accounts in accordance with established budgets. Make budget proposal recommendations. Make purchasing decisions to support assigned programs, office, and accounts. Account for expenses. Compile supporting records.• Participate in strategic planning meetings, business management meetings and process improvement activities. Record meeting minutes, and track action items to closure.• Maintain office, office equipment, office supplies and files in working condition. Maintain and update files plan and employee records.• Maintain and establish standard operating procedures for recurring tasks to ensure consistency and quality control standards are met. Updating procedures when required.• Provide/produce high-quality materials to support operations with items such as training/exercise materials and other products to support these activities.• Provide administrative support on customer sites during projects to enable analysts to focus on technical performance.



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- Represent ASG and our services at exhibits/conferences.
- Serve as the Management Representative to company leadership for the integrate management system, Facility Security Officer, and other roles as designated or appointed.
- Maintain currency in relevant job knowledge to ensure that you are able to execute your responsibilities successfully.
- Navigate decision-making based on the core values of the company maintaining professionalism at all times.
- Plan and complete work in a manner that reflects commitment to and supports achievement of quality, environmental, and occupational health and safety goals.

Qualifications/Requirements Knowledge: Bachelor's Degree highly desirable; a high school diploma / GED with at least 5 years of relevant experience.

Skills: Excellent MS Office/Excel skills required. Excellent organizational skills required. Quickbooks Online.

Abilities: Must be able to problem solve independently, work with external and internal stakeholders to quickly resolve problems, interact regularly with accountant, IT consultant, vendors, team members, and CEO. Strong communication skills are required since team is geographically dispersed.

Additional Eligibility Qualifications

ASG will only employ those who are legally authorized to work, and eligible for a DoD security clearance. Any offer of employment is conditional upon the successful completion of a background investigation and drug screen. Ability to travel occasionally throughout the year and work beyond normal business hours when required to complete essential responsibilities.

Physical Demands Must Be Able to:

- Travel occasionally (3-5 times/year) on various modes of transportation.
- Lift and carry minimum 25 lbs. occasionally
- Able to squat/ bend/ kneel / twist / turn / reach above shoulder
- Sit extended period of time
- Utilize computer keyboard (type) and accessories repetitively and for extended periods

Work environment:

Generally, works in an office environment; occasionally may be required to perform job duties outside of the typical office setting, i.e., conferences or job sites.

Other

Ensures that all tasks are performed in accordance with the company's Integrated Management System for Quality, Environment, Health and Safety (ISO 9001/14001/45001).

The statements included in this job description are intended to reflect in general the duties and responsibilities of this classification and are not intended to be interpreted as all inclusive.



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