

Administrative Assistant Job Description

Company Overview

Virginia Transport, LLC is a Small Business Administration certified HUBZone freight and fuel broker working as a prime contractor to the U.S. Government Department of Defense, Department of Homeland Security, Department of Energy, and more. We also provide subcontractor support to prime contractors across industries, such as Raytheon Technologies, Northrop Grumman, and General Dynamics. We are responsible for the integration of all logistics support functions including planning, risk, rigging, transportation, warehousing, crating, and more.

Position Overview

The administrative assistant will partner closely with the leadership team on the tactical execution of business strategies. They will develop meaningful partnerships with company leaders and play an important role assisting with multiple projects, collaborating with functional departments (e.g., finance, business development, and operations) with priority and urgency. Our ideal candidate will utilize their creative problem-solving skills, effective decision-making, and project planning/management abilities to maintain realistic balance among multiple priorities. Candidates should be motivated, self-starters with critical thinking ability and a great sense of humor. This is an entry level position that reports to the Senior Vice President.

Main Tasks, Duties, and Responsibilities

- Participate in the coordination and editing of communications, processes, tasks, and timelines that align with and support the overall goals of the team and organization while taking advantage of new and changing technology available to our teams
- Support leadership team in the completion of relevant business operations and execution of strategy
- Monitor relevant emails phones and disseminate information to appropriate individuals as needed
- Strong organizational, planning, documentation, and communication skills with experience developing and managing milestone schedules/timelines
- Ability to be independent in making decisions and working with sensitive client needs

Requirements

- Prior experience in logistics, supply chain management, or related field a plus
- High school diploma or GED equivalent
- Proficient in Microsoft Office, including Outlook and Excel
- Capable of working independently as well as collaboratively as a team
- Have excellent verbal and written communication skills
- Strong attention to detail as well as prioritization and multi-tasking skills
- Positive and flexible in an ever-changing environment with shifting priorities
- Tech savvy, with the ability to adopt new technologies as needed

Benefits & Compensation

- Salary commensurate with experience
- Gallery style office with dedicated workspace
- Casual dress and atmosphere

- Laptop and other necessary technology provided
- Medical plan, including dental and vision, costs covered up to \$500/month
- Prescription drug coverage
- Paid time off (PTO)

How To Apply

Please send an updated resume in Word or PDF format via email to the hiring manager at michelle.mcinerney@virginiatrtransport.net. Please include the title of the role you are applying for in the subject line of the email.

COVID-19 Policy

Currently, Virginia Transport does not offer remote or hybrid work options. Work is performed onsite, five days a week. Prospective employees must have received the completed COVID-19 vaccination by date of hire to be considered. Proof of vaccination required. Legally recognized exemptions regarding vaccination status will be considered.

Disclaimer

This job description is intended to generally describe the nature and level of work to be performed by employees in this position. It is not intended to be construed as an exhaustive list of all responsibilities and skills required of employees performing this role.

EEO

Virginia Transport is an Equal Opportunity employer committed to a diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other status or characteristic protected by applicable federal, state, or local law.