



**Position Title:** Admin Assistant

**Reports to:** Director of Operations

## About the Company

IDEAS Engineering & Technology, LLC (IDEAS-TEK) is a minority owned small business that offers 50+ years of combined industry experience in embedded system design, aerospace electronics, and software development. Our experience includes electronic systems that have been successfully deployed to space, production systems currently being used across the globe, and software applications used by government and private institutions in the aerospace and medical fields. Recognized in 2018-2021 by New Mexico Technology Flying 40 as one of the fastest growing companies in NM, IDEAS-TEK is looking for an experienced **Admin Assistant** to fill a full-time position.

## Summary

The Admin Assistant performs a variety of administrative duties and activities, which require skills and knowledge of organizational, human resources, financial, and accounting principles. This individual assists and directs visitors, and resolves administrative problems and inquiries; prepares a range of administrative documents, and helps maintain a healthy and productive office environment.

## Duties and Responsibilities

- Supports the company by maintaining office operations and procedures, including tasks related to accounting, purchasing, inventorying, human resources, and visitor assistance.
- Ensures kitchen, breakroom, and other employee areas are clean, maintained, and provide a safe working environment.
- Monitors, reports, enforces, and updates office health policies, e.g., COVID, as necessary, staying up to date on local and federal guidelines.
- Performs diverse administrative activities; serves as a liaison with internal and external constituencies in the resolution of a variety of day-to-day matters.
- Creates, updates, and maintains administrative files, inventories, projects and personnel records.
- Researches information, compiles statistics, gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries selecting relevant data.
- Assists in Human Resources duties such as, employee onboarding/offboarding and training, organizing and scheduling annual evaluations, and benefits management.
- Monitors, reconciles, and/or assists with financial administration, including but not limited to budgets, contracts, payroll, employment, and/or purchasing.
- Assists in accounting duties such as, book keeping, as needed.
- Administers biweekly payroll and timesheet approvals through 3<sup>rd</sup> party sites.
- Performs support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, reviewing incoming and outgoing correspondence.
- Schedules meetings and maintains calendars; and makes travel arrangements, as required.

- Participates in the planning, coordinating, and execution of company events, parties, celebrations, and conferences.
- Performs miscellaneous job-related duties as assigned.
- Reports to the Director of Operations.

### **Knowledge, Skills and Abilities Required**

- Bachelor’s Degree and at least 5 years of experience directly related to the duties and responsibilities specified above, OR
- High School Diploma and at least 8 years of experience directly related to the duties and responsibilities specified above.
- Ability to communicate effectively, both orally and in writing; and to create, compose, and edit written materials.
- Ability to gather data, compile information, and prepare reports.
- Attention to detail and record maintenance skills.
- Skill and extensive experience in the use of Excel, Microsoft Word, and PowerPoint.
- Familiarity with general accounting principles.
- Familiarity with human resources concepts, practices, policies, and procedures.
- Familiarity with and experience developing and/or updating budgets.
- Skill in organizing resources and establishing priorities.
- Demonstrated ability to maintain confidentiality.
- Ability to make administrative/procedural decisions to solve problems.
- Ability to thrive in a fast-paced environment with quickly changing business needs

### **Knowledge, Skills and Abilities Desired**

- Experience with government and commercial contracts, including FFP, CPFF, and T&M
- Familiarity with FAR/DFAR regulations and requirements
- Experience and/or certification in Human Resources
- Experience with payroll administration

### **Working Conditions and Physical Effort**

- Work is normally performed in a typical interior/office work environment, with no or very limited exposure to physical risk and limited physical effort required.

IDEAS-TEK offers a competitive base salary and an ever-growing comprehensive benefits package, including company sponsored medical plans, dental, a retirement plan with matched company funds, paid vacation and sick time, flexible work schedules, and paid holidays. IDEAS-TEK is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, gender identity, gender expression, genetic information, disability or any other characteristic protected by law.