



OAK Management is a small business focused on supplying our clients with innovative solutions in the area of program management, systems engineering, software development, and management consulting services. OAK Management has provided these professional services to the Federal government and our commercial clients since 1981. The company's client base includes offices in the Department of Defense, Department of Commerce, and commercial shipbuilding industries.

Position Title: Administrative Assistant

Responsibilities:

- Administrative and clerical duties including document and spreadsheet creation, filing, faxing, shipping and other related tasks.
- Track, maintain and coordinate the purchase of office supplies.
- Data entry and report generation.
- Maintain records associated with assigned duties and responsibilities (Technical Manual Library, Purchase Orders, Electronic Data Management System, etc).
- Attend meetings, generate meeting minutes and distribute as directed.
- Support staff in assigned project based work

Essential Skills / Qualifications:

- Strong organizational skills
- Microsoft Office Suite proficient
- Excellent verbal and written communication skills
- Excellent proofreading skills with acute attention to detail
- Ability to professionally and enthusiastically support multiple tasks
- Previous experience in the marine or shipbuilding industry highly preferred

Education / Experience:

- Minimum of a High school degree, Associates Degree preferred
- At least 5 years administrative or similar experience

Security Clearance:

- Ability to obtain a government security clearance is mandatory. No visa sponsorships available.

Work Location:

- Marinette, Wisconsin

OAK Management, Inc. is an Equal Opportunity Employer



OAK Management, Inc.

225 Reinekers Lane, Suite 680
Alexandria, VA 22314-2875

Telephone: (703) 739-7636

Fax: (703) 739-7658

Benefits:

- Paid Leave
- Holidays
- Group Life Insurance
- Comprehensive Medical And Dental Insurance
- Short Term Disability Coverage
- Long Term Disability Coverage (Employee Paid)
- Flexible Benefits Program
- Educational Assistance
- 401k Program With Employer Contribution

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