

**Terma North America (TNA)**, a U.S. subsidiary of Denmark-based Terma A/S, is seeking a highly qualified **Executive Administrative Assistant** to join our team of exceptionally dedicated professionals in an exciting and rewarding fast paced highly successful company. Leveraging the outstanding Terma reputation and our strong relationship with the US DoD, Homeland Security and large Prime Contractors for more than three decades, Terma has developed a significant presence in the U.S. as provider of mission critical solutions for aerospace, defense and security sectors. We are known as an independent, agile and fast responding partner for mission customized solutions. For further information, please visit [www.terma.com](http://www.terma.com).

**Location:** Crystal City, VA

### **The Challenge:**

The Executive Administrative Assistant professional provides high-level administrative support to company executives by conducting, researching, preparing statistical reports, handling information requests and performing clerical functions such as receiving visitors, data entry, filing, mail sorting, shipping/receiving, event coordination, and scheduling meetings.

### **Job Requirements**

- Performs clerical duties to include answering incoming calls, greeting visitors, and corresponding in a positive manner with all internal and external customer groups.
- Maintaining executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Tradeshow Exhibit Logistics, including but not limited to: Booking booth and meeting space, planning special events, managing housing/packing/sending/returning of exhibition materials, and coordinating with exhibit, print and logistics vendors.
- Participate actively in the planning and execution of company events
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands.
- Coordinate with IT on all office equipment and product demonstration room monitors and displays
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Occasionally responsible for creating PowerPoint slides and making presentations
- Coordinate operational reports for board meetings
- Performs all other associated duties as assigned or requested.

### **Qualifications**

#### **Minimum Education and Experience:**

- High School diploma or GED with a minimum of 5 years of Administrative support for corporate executive leadership experience.

#### **Required Skills and Experience:**

- Must have strong professionalism. Excellent oral, written and interpersonal communication skills
- Must be highly proficient in MS Office (Word, Excel, Outlook, PowerPoint, etc.)
- Knowledge in how to process sensitive, confidential information with the highest degree of integrity and confidentiality
- Must be able to effectively multi-task with organizational and time/decision management skills
- Ability to perform or prioritize a variety of tasks, to learn tasks independently, to apply experience to develop new techniques and to retain information associated with tasks
- Must be detail oriented and results focused

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**Preferred Experience:**

- College degree preferred
- Experience working in the US Aerospace, Government Contracting or Defense industry

**To Apply:** Send resume to Terma North America, Inc. – [employment@termana.com](mailto:employment@termana.com)

*Terma North America, Inc. is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of applicants or employees.*