



Position Description: Office Manager/Administrative Assistant

Ecosystem Management & Associates, Inc. (EM&A) is seeking a qualified individual to fill a full-time "Office Manager/Administrative Assistant" position within our main office located in Lusby, Maryland. The individual will provide administrative support to the office, to include: filing documents and preparing correspondence; scanning files and preparing data disks on CD-ROM; proofreading, editing, and formatting technical reports; assisting with new business development initiatives and proposal preparation; tracking contract costs and assisting with client invoicing; managing accounts receivables and accounts payables; maintaining and entering employee work authorizations; assisting with payroll; managing human resource records; maintaining personnel files; maintaining the technical library; ordering office supplies; answering phones; placing facility maintenance requests to the property managers; assisting with general office organization and performing other office manager duties as assigned.

Applicants must be able to work a normal business schedule (Monday through Friday).

Detailed Position Information

Position Title: Office Manager/Administrative Assistant

Position Location: EM&A office in Lusby, MD

Position Announcement Date: 8 June 2011

Required Education/Skills:

- Candidate must have a minimum of ten (10) years of experience providing administrative office management support to a consulting company or similar professional services firm.
- Excellent written and verbal communications skills;
- Excellent team-work skills;
- Experience with editing and formatting reports in Microsoft Office Suite;
- Fluent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Access and Outlook).

Additional preferred skills include:

- Experience in using QuickBooks Premier Professional Services accounting software.
- Business management background is a plus.

Salary Range: \$3750.00 to \$5000.00 per month, depending on educational background and work experience

Application Process:

Candidate must be able to begin employment in mid to late June 2011. EM&A offers employees competitive salaries; flex-time; cost-sharing of health and dental premiums; retirement benefits; and a relaxed and supportive work environment.

Resume (3 page limit), cover letter, and application are due by 17 June 2011. Resumes must clearly demonstrate the Required Education/Experience listed in this position description. Please direct inquiries on this announcement to the EM&A Chief Operating Officer, Mr. Joe Twomey. Email response package (resume, cover letter and application) to p.twomey@ecosystem-management.net. Hard copies can be mailed to the following address:

Ecosystem Management & Associates, Inc.
Ship Point Business Park
13325 Rousby Hall Road
Lusby, MD 20657

For further information about EM&A go to "www.ecosystem-management.net".