



Administrative Assistant

Crisis Response Company (CRC) is seeking an Administrative Assistant to help support our growing company in our Keller, TX office. This position responsible for making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

CRC is a SDVOSB that provides advisors and defense-related services to USG and commercial clients over the globe. This is a great opportunity for an eager-to-learn individual to join and assist the CRC team through the next phase of growth.

Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Write and distribute email, correspondence memos, letters, faxes and forms
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Assist President, Chief Operating Officer and other office staff in handling miscellaneous tasks and requests (may require small amount of travel for various errands)
- General office maintenance
- Company property management (procurement and tracking of items purchased for employees)

Qualifications

- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus



Benefits

- Hourly position
- 70/30 cost share of medical insurance
- 401K plan with contributions by employer
- Participation in G&A Bonus pool

About CRC

Crisis Response Company, LLC (CRC) is a Service Disabled Veteran Owned Small Business (SDVOSB) formed in 2009 by leaders who have captured and led numerous and recent peacekeeping operations on behalf of DoS, DoD, United Nations, the African Union, and Private Industry. CRC's leadership formed the company with a single goal to enable Governments and Private Industry succeed in Security Sector Reform/Transformation, Subject Matter Expert Manning, and Defense initiatives around the globe.

Please send qualified resumes to admin@crc-intl.com or call (817) 337-1000