



AEON NEXUS CORPORATION

If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply here today.

Aeon Nexus Corporation is a GSA Schedule 70 holder, certified minority-owned and small disadvantaged business, experienced in providing public and private sector clients with superior software solutions. Our expertise in IT consulting and customer service has made Aeon Nexus a valuable asset to our clients in the commercial and government sectors since 2000.

ADMINISTRATIVE ASSISTANT

The successful candidate will provide administrative support to our Albany, NY office and remote staff. Duties include administration, clerical, receptionist and project-based work. Our organization is seeking an individual that can project a professional company image in both live and telephone interaction, assist our teams with administrative tasks and add value to our projects in data entry, filing and quality assurance.

Primary Responsibilities

- Greet visitors, following security protocols and insuring safety and security of the facility.
- Answer telephones and transfer to appropriate staff members.
- Create and modify documents and files using Microsoft Office programs.
- Perform clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Manage incoming and outgoing shipments and deliveries.
- Research, price, and purchase supplies and materials for office use.
- Setup and coordinate meetings and conferences.
- Coordinate and manage staff travel and accommodations.
- Maintain staff weekly schedules and status reports
- Support staff in assigned project-based work.
- Other administrative duties as assigned.



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Required Qualifications

- Basic reading, writing, and arithmetic skills required. This is normally acquired through an Associate's degree or equivalent experience.
- Ability to express oneself professionally with a command of the English language in both verbal and written communication.
- Knowledge of Microsoft Office including Microsoft Word, Excel, PowerPoint and Outlook.
- Duties require professional use of verbal and written communication skills with the ability to type 50 words per minute.
- Proven track record of being a strong team player with a results oriented attitude
- Self-starter able to work well in new and undefined environments
- Outstanding organizational and time-management skills

Desired Additional Skills

- Familiarity with technology and software groups
- Understanding of social media as it applies to business
- Experience working in a startup or a technical software product/service company

Aeon Nexus Benefits

- ✓ Multiple options for Healthcare Insurance covering medical, dental and vision
- ✓ Paid Vacation and Paid Sick-Leave with annual carry over accrual
- ✓ Disability and Family Leave Insurance
- ✓ Performance Bonuses for exemplary execution of duties
- ✓ Continuing Education and Training to meet Software and Management Certifications
- ✓ 401(k) plan with company match
- ✓ Professional development opportunities for career advancement

Compensation

This is a full-time salaried position.

The Administrative Assistant position starts at \$30K, up to \$38K based on experience.

ADMINISTRATIVE ASSISTANT

Job Type: Full-time

Salary: \$30K-\$38K

Job Location: Albany, NY

Required Education: Associates Degree

Required Experience: Receptionist: 1 year, Administrative Support: 1 year,

Microsoft Office: 1 year