



Business Specialist Washington, DC

Description: Novonics Corporation is seeking a highly motivated individual to provide project administrative services for a wide range of office programs including planning, scheduling, coordination and other assistance in direct support of management in the financial, administrative, operations and technical areas of operation.

Tasking:

- Coordinate and work with other organizations
- Use MS Office Suite to produce reports, word documents, spreadsheets, and presentations
- Provide coordination and interface with other government organizations

Education:

- A High School diploma or GED and 10 years of documentation control and clerical experience. More senior positions require 18 years of relevant experience and High School diploma or GED.

Experience/Knowledge:

- Highly organized
- Strong interpersonal skills
- Experience coordinating and interfacing with outside offices
- Skilled in using MS Office Suite of programs
- Knowledge of a wide range of managerial, organizational, administrative and technical principles, practices and methods.