

## INDUS Job Requisition

<b>Job Requisition Number:</b> 20180221A	
<b>Job Title:</b> Word Processor/Administrator	<b>Salary Range or Maximum:</b> Negotiable
<b>Work Location:</b> San Diego, CA	<b>Relocation Assistance:</b> None
<b>Employment Type:</b> Full-Time	<b>Security Clearance:</b> None
<b>Posted Date:</b> 21 February 2016	<b>Closing Date:</b> When Filled
<b>Mandatory Skill Requirements (must have):</b>	
<p>Must have minimum 5 years of word processing experience working in a DoD or related environment. Must have expert knowledge of Microsoft Office Suite- Word, PowerPoint, Excel and Outlook. Able to create documents and type from rough draft or printed text using a MS Word at a rate of 60 words per minute. Must have excellent English language skills, grammar, spelling and syntax and proofreading skills. Must have strong verbal communication skills, have attention to detail and accuracy, good organizational abilities,</p>	
<b>Desired Skill Requirements:</b>	
<p>Data entry, data review and maintenance, insure accurate and timely completion of tasks assigned. Provide assistance in answering phones, scheduling meetings. Knowledge of specialized, technical, or military terminology. Must get along well with others and work well in a fast paced team environment.</p>	
<b>Job Duties:</b>	
<p>Creates, edits and formats proposal deliverables (i.e. Government/Navy proposals, white papers, newsletters, and reports) with speed and accuracy. Develops documents from initial outline and to final document for submittal. Takes inputs from various management, technical personnel, capture managers and proposal managers, and prepares initial drafts of documents, finalizing documents once they are complete. Creates styles, tables of content, inserts graphics and tables, and uses MS Track Changes, and proofreads documents to ensure quality control. Sets up meetings and coordinates the department calendar. Utilizes/inputs pipeline data into SharePoint. Creates, edits and formats PowerPoint presentations, troubleshoots technical issues in text, graphic files and printing, assists with copying, binding, and shipping documents, as needed, works on other business development projects as assigned, and performs research as necessary.</p>	
<b>Education/Equivalent:</b>	
<p>High School Diploma or GED required. Associate's Degree in Business desired.</p>	
<b>Travel Required:</b>	
<p>None</p>	
<b>Comments:</b>	
<p>Submit INDUS Employment Application online at <a href="https://industechnology.applicantpro.com/jobs/735335.html">https://industechnology.applicantpro.com/jobs/735335.html</a>.</p>	