

Administrative Assistant REQ#300562

Location: Sterling, VA

NeuStar's talented and diverse workforce combines deep subject matter expertise, broad industry knowledge and boundless ingenuity. Our employees are the reason why our company is quietly revolutionizing the way the world communicates. We believe in rewarding individuals for a job well done. This is one of the ways we attract and retain the most talented individuals. We offer our employees a highly competitive compensation package, and a very attractive benefits plan.

Job Purpose:

Provide administrative support to VP of Mobile Business Management (and team) and the VP of Fiduciary Services (and team) and others as assigned.

Key Tasks:

For Support to VP of Mobile Business Management: (50% of time)

- Maintain detailed and accurate calendars (using Outlook)
- Review, address and prioritize high volume email
- Prepare expense reports, including reconciliation of the executive's American Express bill (if needed) and make copies of team expense report top pages and execs full expenses
- Prepare PowerPoint presentations as needed
- Prepare correspondence and/or documents
- Basic admin tasks preparing for VP's travel to Marketing Events as registration, planning calendar and travel, organization of addresses and contacts, and event materials.
- Prepare Purchase Order Requests and prepare finance with signed invoices and/or accruals; setting up a very organized filing process which is easily tracked back to budget
- Coordinate travel arrangements (domestic and international) that are precise, cost effective and inclusive of detailed itineraries (thru AMEX office)
- Set up and maintain alphabetical and/or subject files
- Assist in coordination of department interviews
- Handle incoming and outgoing calls, demonstrating a professional telephone demeanor; produce phone messages in a timely manner
- Timekeeping
- Schedule and coordinate meetings and events on-site and/or off-site
- Order supplies
- Maintain high level of confidentiality
- Multi-task and prioritize
- Demonstrate a professional demeanor; strong inter-personal skills; be well-organized, detail-oriented
- Possess excellent communication skills, oral and written
- Work independently, as well as part of a team
- Work effectively and meet deadlines under time and work constraints with minimal supervision
- Manage multiple priorities from assignments
- Provide back-up support for other Executive Assistants

- Proofread and edit work
- Effectively interact with all levels of the organization, including the Executive team, staff and external contacts
- Other duties as assigned.

Supporting all Fiduciary Service areas; Legal Compliance, ESAT and Business Operations: (50% of time)

- Support Sr. Manager for Business Operations track service requirements for client companies, including tracking all contract documentation has been properly executed, delivered to N* Contract management, and delivered to client companies. This includes distribution and tracking of Mutual Non-Disclosure Agreements.
- Track status of all implementations, maintenance, and upgrades for lawful intercept solutions. This will require interaction with ESAT and Sr. Manager of Business Operations. Ensure that we have the proper network diagrams to review and prepare an appropriate and cost effective technical solution.
- Track all equipment purchases and invoices, including applying for and obtaining the necessary PO authorizations and other required documentation.
- Obtain and maintain on a current basis all client point of contact information. This will require interaction with the clients on a regular basis. This must be accomplished in a timely manner in order for Legal Compliance and ESAT to carry out their obligations consistent with applicable federal and state laws and contract terms.
- Support monthly service and maintenance billing ensuring revenue assurance obligations are met on a timely and substantive basis.
- Prepare customer status reports for the resellers of Fiduciary Services service offerings.
- Prepare and distribute law enforcement notification letters as required by client companies.
- Maintain Legal Compliance and ESAT Technical Documentation Library (being developed)
- Work independently, as well as part of a team
- Work effectively and meet deadlines under time and work constraints with minimal supervision
- Other duties as assigned.

Software Skills:

- Strong computer skills, including knowledge and experience with Outlook, Word, Excel and above average skills with PowerPoint

Minimum Education/Experience:

- High School Diploma (or equivalent); Associates degree preferred, or equivalent work experience
- A minimum of 7-10 years of experience preferably with high-level support
- Strong command of written and spoken English language, including the ability to speak and write in a clear and understandable manner for internal/external relations.

NeuStar offers highly competitive wages and full benefits to all employees including, a matched 401(k), paid time off, full medical, vision and dental, tuition reimbursement, for details visit our website, www.neustar.biz.

Please e-mail your resume to recruitingone@neustar.biz and reference Administrative Assistant REQ300562.

NeuStar, Inc affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.