



Athena Technology Group. Inc.
604 Ponder Place Drive, Evans Ga 30809
Tel: 706-830-1489, www.athenatechgrp.com

Admin Specialist II

Job ID: 10/2019-010

Job Location: Fort Gordon Ga

Job Category: Administrative Professional

Date Posted: 24 October 2019

Job Available: 2 February 2020. This Job position will relocate from Fort Belvoir Va to Fort Gordon Ga.
Candidate must be willing to work at Fort Gordon Georgia

Athena Technology Group, Inc. is a Service-Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state-of-the-art command and control and information systems that deliver critical network centric solutions to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team.

JOB DESCRIPTION:

Supports various program related administrative tasks such as meeting coordination, developing meeting minutes, program communications, and correspondence.

Supports HR actions and coordinating with corporate resources

REQUIRED EXPERIENCE:

Skilled in the administrative support services such as meeting facilitation, travel booking, generating meeting minutes, and preparing documents and briefings.

Familiar with corporate HR policies

Edu/Exp: HS +11-14 Years, BA/BA 5-10 Years, or MA/MS +3-6 Years.

US Citizenship and an active DoD TOP SECRET/SCI w/CI Poly Clearance and MADO Packet are required for the position.

Salary will be commensurate with experience. ATG is a growing company and there will be opportunities for internal advancement. ATG is an Equal Opportunity Employer.

If you are interested in any of the Career Opportunities listed below, please forward your resume to careers@athenatechgrp.com. (In the subject line of the email, please place the job title that you are interested in.)

POC: Ken Williams, 706-830-1489, Kenneth.williams@athenatechgrp.com

Bryant Glando, 540-840-0331, Bryant.glando@athenatechgrp.com