

## **26746 - Administrative Assistant**

**Location:** Offsite.

**Period:** 300 ( start on 30 Nov. 2026)

**Deadline:** 02 Nov. 2026

### **Duties/Roles:**

- Support HR Staff Services on various administrative processes related to employee life cycle across the 4 main locations;
- Provide constructive suggestions to improve office procedures and actively contribute to existing organizational structure and procedures to maximise use of resources and encourage innovation;
- Performs other duties as may be required.

### **Skills, Knowledge, Experience Required:**

#### *Mandatory:*

- The candidate must have a currently active NATO SECRET security clearance;
- Minimum two years of experience in administrative work in a large organisation, preferably in Human Resources, or related relevant environment;
- Sound experience with Microsoft Office applications (Excel, Outlook, PowerPoint, SharePoint, Word);
- Sound experience with SharePoint;
- Experience working with HR Systems used by NCI Agency such as Oracle EBS, Taleo (or a comparable ATS) and HR ticketing systems;
- Experience with drafting and publishing information to customers on HR Services or relevant environment;
- Excellent interpersonal, communication and organizational skills;
- Experience working in an HR Help Desk environment with a high volume workload and a flexible, service-minded attitude and ability to take initiative.

### **Required Level of Security Clearance:**

NATO SECRET.