



Genesis Engineering Solutions, Inc.
4501 Boston Way
Lanham, Maryland 20706
www.GenesisESI.com

Job title: Receptionist/Office Manager (Updated 4/27/2021)

All times are in Eastern Standard Time.

Requisition ID: 2021-4

Job Locations: US Lanham, Maryland

Posted Date: 2/5/2021

Industry: Aerospace

Company: Genesis Engineering Solutions, Inc.

Required Clearance to Start: Background check

Classification: Exempt

Duration: Full Time

Time Commitment: 40-hour week

Salary range: Salary range \$35K to \$40K

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION:

Genesis Engineering Solutions Procurement Department is seeking a Receptionist-Office Manager. Under general supervision of the Procurement Manager, the Receptionist/Office Manager's overall responsibility is to ensure the smooth and efficient daily administrative operation of the Genesis facility and support the receiving department. The Office Manager must have solid interpersonal skills and the ability to multi-task for the assistance of administrative personnel. The Office Manager must develop an awareness of general Genesis functioning. The Office Manager must, when necessary, formulate and implement more efficient and effective office practices to improve the administrative operation. The Office Manager is the front-line representative of Genesis Engineering Solutions, dealing with phone calls, public access and building accessibility.

RESPONSIBILITIES:

- Establish an effective working relationship with the procurement and receiving staff to ensure the efficient administrative functions.
- Provides clerical support for the procurement office, as necessary.
- Provide clerical support to the Genesis Executive team including maintaining The President's calendar.
- Performs clerical and receptionist functions for Genesis personnel.
- Assists with filing as needed in the procurement.
- Maintain a calendar of scheduled meetings and activities/events and assist with coordination of meetings.
- Responsible for the monitoring of office equipment; ordering supplies and coordinating maintenance when needed.
- Responsible for the monitoring and ordering of office supplies.
- Coordinate and process purchase orders for facility in conjunction with the Procurement and accounting department.



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- Compose letters and memos for management staff when requested.
- Assist and welcome visitors upon arrival to the Genesis facility.
- Sorts and distributes mail and other related correspondence to the Genesis staff.
- Responsible for preparing, sending, and receiving all business office mail and deliveries including FedEx, UPS, and other parcel delivery service and maintain mailroom.
- Maintains office supply room.
- Perform all other duties as assigned that are consistent with the position.
- Must keep front desk, supply room and other area very clean and organized.

EDUCATION:

- Minimum HS Diploma and in process of obtaining higher degree. Associates or bachelor's preferred.
- Formal training in office/secretarial skills preferred.
- Multi-tasking capabilities

EXPERIENCE:

- Minimum of 3 years administrative support or related experience required.
- Procurement experience preferred.

SKILLS & ABILITIES:

- Demonstrates ability to appropriately handle phone calls, message routing and possess good communication skills.
- Demonstrates ability to use computer programs: Word, Excel, PowerPoint, Publisher, Adobe, and other current technology.
- Demonstrates organizational ability and self-direction that is supportive of administration and the administrative tasks needed.
- Demonstrates ability to work cooperatively with staff, visitors, and vendors.
- Demonstrates ability to prioritize and follow through on all required administrative tasks.
- Demonstrates the ability to adapt to change.
- Demonstrates ability to effectively communicate and represent the agency by phone and in person with staff, visitors, and the general public.
- Willingness to continue clerical training and professional development as needed.
- Attention to detail and accuracy.
- Excellent written and verbal communication skills
- Experience with using MS Office software suite.
- Pass a basic government background clearance.
- Demonstrates strong organizational skills.
- Pays close attention to detail.
- Possesses physical strength necessary to lift boxes and other heavy items on a regular basis.
- Capable of using computer inventory software.
- Exhibits ability to read and interpret inventory reports and packing slips.
- Demonstrates strong customer service and interpersonal skills.
- Works well with a team.
- Manages time efficiently.



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- Capable of employing basic math skills.
- Communicates clearly and effectively.
- Demonstrates professional and polite demeanor with customers.

Benefits:

401(k)
401(k) matching
Profit Sharing
Dental insurance
Disability insurance
Employee assistance program
Flexible spending account
Health insurance
Life insurance
Paid time off
Parental leave
Tuition reimbursement
Vision insurance

Supplemental Pay:

Bonus pay

COVID-19 considerations:

We are working in the facility during the current pandemic. Employees' safety and health concerns are totally respected.

Company's website:

<https://www.genesisESI.com>

AAP/EEO Statement

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic' information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.

Please send resumes to OpenPositions@GenesisESI.com , to apply.

ABOUT GENESIS ENGINEERING SOLUTIONS INC:

Established in 1993, GES, Inc. has built a reputation for being on the "Genesis" of cutting-edge technologies coupled with engineering development. This innovation has led to the delivery of space flight hardware for some of NASA's flagship missions such as the Hubble Space Telescope (HST), logistic



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supply to the International Space Station (ISS), and the company's current participation with the James Webb Space Telescope (JWST) to name a few. GES has been recognized by the Prince Georges TECH Council, winning Small Business Awards in 2006. NASA's Office of Small Business Programs awarded Genesis as GSFC's Small Business Prime Contractor of the Year 2011. The Aerospace Division has a rich history in which GES has protected over 150 critical parts into orbit for Hubble Space Telescope servicing missions and has delivered hardware for NASA's Solar Dynamic Observatory (SDO), GPM, MMS, ASTRO- H, and many other projects. Genesis is currently building flight electronic assemblies utilizing compact PCI connectors, and high-density ceramic column grid array (CCGA) and ball grid array (BGA) surface mount technology. Genesis Commercial Technologies Division is developing a Single Person Spacecraft (SPS) for the purpose of servicing the ISS, space telescopes, and for asteroid exploration.