



Administrative Assistant Directorate-level office support for the NASA Safety Center Summary of Position

BQMI is seeking an experienced Administrative Assistant to support the Directorate-level NASA Safety Center office. This role is in support of the NASA Safety Center (NSC) and its parent organization, the Office of Safety and Mission Assurance (OSMA). This person needs to be able to take initiative, build relationships across the agency, manage a diverse workload and multiple high-priority work projects at once. The Administrative Assistant will report through BQMI management at the NSC, located in Cleveland, Ohio.

The mission of the NSC is to provide Safety and Mission Assurance (SMA) training and development expertise, information, verification and analysis to enable collaboration and learning while promoting a safe workplace and successful programs and projects. The NSC vision is to be NASA's preeminent resource for SMA expertise, data and tools. The Knowledge Sharing and Analysis Office enables the other NSC functional areas (offices) and OSMA programs and disciplines and provides the infrastructure and IT support services to support the NSC missions.

Essential Duties & Responsibilities:

- Provide onsite and offsite administrative support to the NASA Safety Center.
- Provide backup support to the Office of Safety and Mission Assurance at NASA Headquarters as needed.
- Maintain office calendars, disseminate updates/actions and manage electronic distribution to staff.
- Schedule meetings.
- Track and report conference participation in official Agency conference reporting system, NCTS, when required.
- Create, populate, and maintain all distributions lists, including O365, updates to Microsoft Teams Channels, SharePoint, etc.
- Coordinate organizational chart changes with NSC team.
- Keep NASA Centers and SMA Leadership document updated, accurate and current monthly and available in the SharePoint library.
- Assist with online data repository system and granting access.
- Assist with planning, logistics, facilitating, and supporting onsite, virtual and hybrid meetings.
- Provide preparational meeting support, including communications to attendees, preparing/distributing agendas, reserving meeting rooms, setting up Teams, WebEx, and conference lines as needed, maintaining calendar invites, assembling materials, and other support as needed.
- Provide onsite and virtual meeting support during and after the event, such as minutes, tracking actions, posting materials, etc.
- Serve as Travel Arranger for NSC team to route travel authorizations and vouchers to NSSC for both domestic and international Temporary Duty (TDY) Locations, in a timely manner in accordance with NASA procedures and using NASA-provided systems, Concur Government Edition (CGE).
- Monitor authorizations and vouchers until fully authorized and completed while communicating errors/issues with travelers, as necessary.
- Research domestic and foreign travel options to include in travel requests, as requested.



- Prepare travel packets with itineraries, travel orders, and hotel information to NASA Safety Center employees.
- Submit travel cancellations or edits to the central travel organization, as requested.
- Assist the traveler with the collection and preparation of documentation to provide the central travel organization for preparation of complete and accurate travel expense reports.
- Work with the traveler to ensure travel expense reports are submitted within timeframes required by the Center/Agency and in compliance with Agency travel regulations.
- Assist in preparing invitational travel and sponsored travel requests in the time frames required by the Center/Agency with all supporting documents and signatures required.
- Facilitate the reservation of Government vehicles if needed to support travel.
- Draft, review and edit official NSC correspondence when requested using NASA's latest tools.
- Prepare final documents, presentations, and signature packages for the NSC from rough drafts generated by NSC staff.
- Review non-technical materials prepared by others for grammar, punctuation, spelling, and clarity.
- Provide support to the NSC Records Managers by assuring NSC records are appropriately managed and maintained to ensure the organization passes audit expectations.
- Survey office supplies and submit a request to order, consolidate, maintain, receive, and verify orders, and restock office supplies to ensure that the office has sufficient stock to avoid work interruption.
- Process supply orders in accordance with Federal, Agency, and Center policies and requirements.
- Keep restock area free from safety hazards and coordinate disposal of trash, recycle, and burn box pick-up quickly in accordance with Agency and Center policies and procedures.
- Retrieve, receive, open, and distribute original or copies of mail (Center, U.S. Postal, express services, and other mail deliveries), packaged material, announcements, directives, facsimiles, letters, correspondence (hardcopy and electronic), and packages to the appropriate personnel or organization's mailbox or office in a specified timeframe per specific guidelines of the requesting Government organization.
- Deliver to any Center facility and other local facilities as required.
- Follow Agency/Center export control mailing guidelines to prepare the required documentation if distribution is to a foreign country or contains items that meet export control required criteria
- Prepare outgoing packaged materials and necessary shipping documentation for delivery per Center Mail Services Guides, NASA organizational specific guidelines utilizing Center, U.S. Postal, express service, and other mail delivery services.



- Carry the outgoing items to the appropriate distribution points by the specified timeframes to meet Center distribution deadlines.
- Disseminate, in a timely manner, information such as flyers, weather information, staff-meeting notices, announcements, safety notices, and other correspondence received for general distribution to office staff daily via virtual communication portals, online bulletin boards, e-mail, or any communication protocol(s) defined by the customer.

Essential Skills:

- Comprehensive knowledge of NASA Procedural Requirements (NPR) 1450.10, which prescribes specific procedures for managing and controlling communications and provides standards for preparing internal and external correspondence and communications in both paper and electronic formats.
- Knowledge of Concur Government Edition (CGE) for travel actions.
- Knowledge and proficiency in various applications and tools made available by the Agency and Center(s), including but not limited to
 - Microsoft 365: Word, Outlook, Excel, PowerPoint, Teams
 - SharePoint
 - OneDrive
 - Adobe Acrobat

Experience/Education:

- High School Diploma
- Minimum 7 years working in an office environment.
- Experience supporting a NASA organization for a minimum of 3 years.
- Experience with Microsoft Office applications.
- Experience using functionality of Outlook Calendar application.

Personality or self-management skills:

- Interactions with staff, leadership and partner organizations are professional, timely and courteous.
- Strong oral and written communication skills.
- Exceptional proofreading skill is a must.
- Strong customer service and organization skills, keen attention to detail, and the ability to work independently as well as part of a team.
- Ability to prioritize work and follow-through to meet deadlines.
- Demonstrates initiative in problem solving and proactive planning ahead.

To apply please submit a current resume and cover letter to:

Banner Quality Management Inc.

Human Resources

careers@bqmi.com

BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.