

JOB NUMBER: WDC-18-12

JOB TITLE: Government Contracts & Administrative Assistant

Supervisor:

Status: Full Time – Exempt

Office Location: Grand Rapids, MI

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of Commercial Real Estate, Federal operating companies, and Commercial operating companies.

POSITION SUMMARY

The position is responsible for providing Government Contracts & Administrative Assistant support to WDC and subsidiary companies. Conduct research for existing and upcoming Request for Proposals (RFPs). This work will entail soliciting and scheduling communications between employees, teammates as well as collecting and organizing inputs from multiple sources. Provides proposal support and provides a broad variety of administrative duties in the Grand Rapids office. The position works closely with all employees, customers and related agencies and or enterprises to provide support for day-to-day administration.

ESSENTIAL FUNCTIONS

1. Government Contracts Assistant

- Supports Federal Business Development (FBD) team with data analytics on various reports and projects
- Lead Point of contact and administrator for GovWin IQ and data mining software
- Responsible for creating and managing all accounts within customer relationship management system (CRM) and insuring pipeline data integrity throughout system
- Coordinate all opportunities, value, and award date changes and ensuring pipeline data pulls reflect all current capture efforts
- Provide desktop support and guidance on CRM related inquiries
- Support FBD lifecycle from Opportunity Identification through Proposal Submission
- Government Contracts Assistant is charged with adding, updating, and monitoring pipeline opportunities

- Provide high quality research and analysis support including spending trends, competitive assessment, determination of discriminators, and customer knowledge to develop and grow pipeline
- Review and develop compliance matrices, outlines, and schedules
- Maintains rewrites and adds new materials for content library
- Interfaces with Business Development teams
- Must be proficient in Microsoft Excel
- Other duties as may be assigned

2. *Administrative Assistant*

- Promptly, accurately, professionally and courteously reply to emails and other communication avenues
- Must be proficient in formatting and re-formatting documents
- Coordinate and prepare proposals for submission
- Schedule meetings and lunches
- Process expense reports
- Assist with making travel arrangements
- Sign for deliveries when necessary and notify recipients
- Maintain office supply inventory, prepare and place orders for supplies as needed
- Prepare business card orders
- Responsible for accurately entering data into document tracking system

RISK MANAGEMENT

- Ability to handle confidential information with discretion, be adaptable to various competing demands

COMMUNICATION

- Effectively and regularly communicate with Managers and staff members
- Support WDC's values, principles, vision, mission
- Utilize effective communication skills to answer inquiries from coworkers, clients, or the public
- Support involvement may include producing proposals, reports, graphics, presentations, and other visual material

STRATEGIC PLANNING

- Assist with the development of short and long-term organizational goals
- Contribute to the development of the WDC's vision and mission

LEADERSHIP

- Foster a company culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels

MINIMUM QUALIFICATIONS

- High school diploma
- Bachelor's degree preferred
- Proficient in Microsoft office suites including; Word, Excel, PowerPoint and Adobe
- Deltek GovWin IQ experience preferred
- Working knowledge of Federal contracts, pipeline, positioning and capture strategies required
- Strong computer research skills
- Federal proposal management experience strongly preferred
- Strong interpersonal skills
- Strong written and verbal communication skills
- Minimum of 2 years' experience as Government Contracts Assistant
- Minimum of 2 years' experience as Administrative Assistant
- Self-starter with excellent organizational, time management, attention to detail and follow up skills; ability to manage competing priorities and assignments
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Ability to pass a pre-employment drug screen
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by WDC

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

TRAVEL

This position may require travel up to 5% of the time

POSITION TYPE

This is a full time exempt position

RELOCATION

Relocation expenses are not provided

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.