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Administrative Assistant - M/WBE Certification Center

GCAP Services, Inc. is looking for an Administrative Assistant to support our corporate office and the Minority and Women Business Enterprise (M/WBE) Certification Center in Costa Mesa, California. Primary responsibilities will include providing overall support for our M/WBE certification office, including, answering phones, receiving, and coordinating certification applications, scheduling meetings and workshops, developing spreadsheets, logging information, and supporting staff. The Administrative Assistant will be responsible for providing office support, logging certification related activities, scheduling site visits and meetings, and office file management. The ideal candidate will be analytical, organized, creative, and have a passion for working in a fast-paced environment. We are interested in a candidate with excellent communicative skills. This candidate must be familiar with web-based applications. We are looking for a self-motivated person who has the ability and desire to collaborate with our team and quickly adopt new concepts with the goal of delivering optimal solutions to our clients. This is an in-office work schedule position requiring 5 days per week in the office.

Responsibilities

- Works with certification team members to identify applicability of project deliverables and reporting requirements.
- Reviews applicant submittals for compliance with M/WBE certification requirements.
- Reviews status reports to collect and calculate M/WBE, and other group metrics on a weekly and monthly basis.
- Develops monthly and quarterly reports summarizing certification application status.
- Continuous maintenance of certification data.
- Provides coordination and planning support for Certification team activities, such as workshops, webinars, outreach meetings, and other related events.
- Collaborate with Certification office to define deliverables and develop solutions that are reusable across the organization.
- Works closely with applicants and certification team to assist in ensuring client needs are identified and satisfied.
- Collect and organize data, reports, spreadsheets and databases for analytical reporting.
- Supports office administration including answering phones, filing, supply orders, and other related tasks.

Knowledge/Skills

- Demonstrates ability to plan, gather, analyze and document certification data.
- Excellent communicative and organizational skills.
- Understanding of all aspects of outreach or training events, including but not limited to planning, communicating, facilitating, coordination, registration, reporting, analysis and design of databases, and follow up.
- Ability to present complex information in an understandable manner.
- Flexible, self-motivated, extremely well organized and detail oriented with the ability to work with large amounts of data.

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- Effective verbal and written communication skills at all levels within the organization.
- Proficient in MS Excel, Word and PowerPoint. Knowledgeable of web-based applications, Teams, Constant Contact, WebEx, GoToMeeting, and other similar web-based applications.

Qualifications:

- High School Diploma required. Associates or Bachelors degree preferred.
- 3+ years experience in data collection and administrative support, outreach and event coordination, scheduling, analytical position demonstrating knowledge of information management, business intelligence, data mining or reporting.