

## **SERE ADMINISTRATIVE SPECIALIST**

FSCX, Inc., is seeking qualified individuals to serve as the U.S. Army Survival, Evasion, Resistance, and Escape (SERE) School Administrative Support Specialist. Position is located at Fort Rucker, Alabama.

***\*\*Position is Contingent Upon Contract Award\*\****

### **Responsibilities**

Administrative Support Specialist will provide general office management and administrative support functions necessary to support various U.S. Army SERE School clerical requirements. Responsibilities include, but are not limited to:

- General office management
- Clerical and administrative support related to the review and edit of internal and external correspondence
- Provide assistance to the Course Registrar as required
- Maintain and update SOPs and continuity reference materials

### **Knowledge, Skills, and Abilities**

- Superior communication and management skills

### **Qualifications**

#### **Required:**

- Basic computer literacy (Microsoft Word, Excel, Power Point, Outlook)
- US Citizen
- SECRET clearance
- Meet physical fitness requirements specific for the position to include passing urinalysis screening
- Present a professional and credible image at all times

**Preferred:** Prior U.S. Army administrative experience