



POSITION ANNOUNCEMENT (February 2023)

Review Administrative Assistant

Position Overview

The Review Administrative Assistant responds to inquiries received via phone and e-mail, related to Federal grant applications, and peer reviewer management. The candidate must be able to accurately communicate, provide responses, document, and coordinate all requests. The Review Administrative Assistant will also assist the operations team in support of data processing and management activities for Grant Reviews, such as Quality Control, collating, and filing of documents.

Typical schedule: Five days on/two days off, forty hours per week. Monday through Friday, 8:30 a.m. to 5:30 p.m. Schedule may vary or be adjusted due to business demand or unforeseen circumstances. Occasional evenings and/or weekends may be required for special events or project completion.

Essential Functions

1. Strong written and verbal communication skills: initiate and respond to email and telephone inquiries in a professional and timely manner. Ability to multi-task effectively, maintaining accuracy and efficiency, assisting in multiple assigned projects.
2. Strong technical skills: possess a background in using the MS Teams and Zoom platforms and the ability to perform basic trouble shooting.
3. Ability to perform repetitive tasks with a high degree of accuracy:
4. Excellent attention to detail in all tasks performed, including but not limited to generating reports, updating existing templates, assisting with the application screening process, and other activities as related to the peer review.
5. Document storage: maintain an accurate electronic filing system, maintain confidentiality of information and document resolutions for future reference.
6. Strong problem-solving skills: show case initiative in innovative and creative thinking in resolution management. Ability to stay adaptable and flexible.
7. As needed, attend project meetings and prepare meeting summary notes.

Comfortable working independently with minimal supervision in a work-from-home environment, meeting deadlines as assigned

Minimum Qualifications

1. Applicants should possess at minimum a bachelor's degree and at least two years of project or program experience and coordinating data entry activities.
2. Excellent customer service skills and attention detail is required.
3. Professional written and verbal communication is essential.
4. All candidates must have good computer skills and be proficient in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook).
5. Understanding of and prior experience with MS Teams and Zoom is required.
6. Must be comfortable working under strict deadlines.
7. Some evening and weekend hours may be required.
8. Must be able to obtain Public Trust security clearance.
9. Hospitality background is an advantage.
10. Understanding of and prior experience with DocuSign is an advantage.
11. Experience supporting Federal Government Grant Reviews is an advantage.

EEO

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Lux Consulting Group, Inc.

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Salary Expectation

52k-62k based on experience and education.

How To Apply

Interested candidates should submit a resume, references, and cover letter to HR@luxcg.com. The cover letter should include the name of the position and start date availability. Please note: Resumes submitted without a cover letter will not be considered.

www.luxcg.com/open-positions/