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UABOS Turkey LN: Administrative Assistant

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Company: KBR

Location: Sarıçam

Category: other-general

Title:

UABOS Turkey LN: Administrative Assistant

Program Summary

KBR supports the operational needs of U.S. armed forces at Morón Air Base in Spain and several bases in Turkey. Our services ensure smooth operations, allowing Air Force and government personnel to focus on their missions. We provide program management, civil engineering, morale, welfare, and recreation support, among other essential services.

Awarded by the Air Force Installation Contracting Center, our contract spans a five-year base period with three one-year options, reflecting our commitment to excellence and operational support.

Job Summary

Join our team as an Administrative Assistant for the Installation Management Department at Incirlik Air Base, Turkey where you'll provide administrative assistance to Civil Engineering. In this role, you'll advise on Civil Engineer (CE) responsibilities concerning correspondence, reports, spreadsheets, and various documents coordination within organizations. We require exceptional time management skills and a proven track record of maintaining professional customer relationships, ensuring effective documentation and coordination of meetings and tasks. At KBR, we're committed to solving challenges and driving progress in the engineering field. Join our team and be part of innovative projects where you can make a difference and advance your career.

Roles and Responsibilities

Prepare correspondence, reports, spreadsheets, and various documents using Microsoft Office, Outlook, Word, Excel, PowerPoint, Publisher, Teams, etc.

Do personnel Recalls when required and RAM reports when/if necessary.

Responsible for managing electronic and paper files as the unit Records Manager.

Enforce standard of quality for all written correspondence leaving the organization.

Prepare, proofread, update, route, track, save/load, and follow-up on all required documents; appointment letters, working instructions, inventories, training logs, reports, briefings, etc.

Track KBR and AF Leadership meetings for Installation Management Chief.

Schedule and coordinate the meetings for Installation Management.

Prepare and coordinate eSSS (KSLs) for correspondence with the Agencies and 10th Tanker Air Base Command for various subject such as Environmental, Real Property and Housing documents requiring both USAF and TurAF coordination.

Enforce current publications and forms are utilized throughout the unit.

Prepare, submit, and coordinate access approvals on all Temporary Duty (TDY) requests/requirements.

Schedule appointments/meetings, manage conference room use and perform various clerical/administrative duties to include taking and publishing meeting minutes.

Answer phones, transfer and take messages as required.

Prepare Memorandum For Record (MFR's) for Real Property, Environmental, and Housing.

Prepare and coordinate gate pass documents for US and TR contractors.

Enter OT information for Housing/Environmental and RP staff.

Support, participate, take note, and prepare daily meeting minutes concerning Defense and Economic Cooperation Agreement (DECA) site visits and inspections.

Scan documents required for Required Report update under Shared drive.

Prepare approval request packages (TGS) and track the coordination process.

Possess knowledge of industrial and office work conditions.

Good interpersonal and communication skills; must be a team player.

Perform other tasks as assigned.

Basic Qualifications

4-year High School/University Degree.

Fluent in Reading, Writing, Speaking and Comprehending English (Level 3).

Have a minimum "B" class driver's license.

All male candidates must have completed military service.

Should have experience in documentation, scheduling, and coordination of meetings/site visits.

Preferred Qualifications

Experience with U.S. Air Force's document tracking systems.

Minimum 2 years' experience in administrative assistance and performing administrative duties.

Safety related experience is a plus (OSHA and or Turkish Safety Laws).

KBR Benefits

KBR offers a selection of competitive lifestyle benefits which could include 401K plan with company match, medical, dental, vision, life insurance, AD&D, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

Inclusion and Diversity at KBR

At KBR, we are passionate about our people, sustainability, and our Zero Harm culture.

These inform all that we do and are at the heart of our commitment to, and ongoing journey toward being a more inclusive and diverse company. That commitment is central to our team of team's philosophy and fosters an environment of real collaboration across cultures and locations. Our individual differences and perspectives bring enhanced value to our

teams and help us develop solutions for the most challenging problems. We understand that by embracing those differences and working together, we are more innovative, more resilient.

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