



Office Support Assistant Charleston, SC

I.M Systems Group (IMSG) (www.imsig.com), a contractor to the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center (Center), seeks an Office Assistant to support the Center's Business Office. The successful candidate will be an integral part of the Business Office team providing budget assistance, managing time and attendance, managing federal travel, and providing administrative. We are looking for someone with strong communication and clerical skills.

Responsibilities

- Prepare federal travel orders and vouchers
- Manage time and attendance for federal staff members
- Perform bi-weekly time and attendance audits
- Assist in financial and acquisition tracking/reconciliation

Qualifications

- Minimum 2 years experience in financial tracking/cost accounting related duties
- Skilled in use of Microsoft Excel
- Knowledge of time and attendance/recordkeeping
- Associates degree or course work in business, accounting, financial management referred
- Good oral and written communications skills

If you are looking for a relaxed, yet challenging work environment and opportunities for training and career development – this is the job for you.

Located in Charleston South Carolina, the NOAA Coastal Services Center serves the nation's coastal resource management community by facilitating access to and utilization of the most up-to-date information, management strategies, and technology. For more information visit the Center's Web site at: www.csc.noaa.gov. U.S. citizenship or permanent resident status required.

To Apply: Send resume to jobs@imsig.com with the following subject line – **Office Support Assistant**