



**TIKIGAQ Corporation**  
**Office of Human Resources**  
**2809 S. Lynnhaven Road**  
**Suite 200**  
**Virginia Beach, VA 23452**  
**Telephone: 757-408-9811**

<b>PROGRAM ADMINISTRATIVE COORDINATOR</b>	
<b>Approved Date: 2022</b>	
<b>Job Code:</b>	<b>FLSA : Non Exempt</b>

**JOB SUMMARY:** Under close supervision, provides entry-level clerical support for assigned company through office organization, record maintenance, reception, scheduling and general assistance.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES**

Assists in server and SharePoint file organization, records maintenance, and general duties to facilitate office administration. Communicates with office and site personnel, management and vendors via telephone and e-mails. Requests information from other departments and outside sources. Assists with department projects. Operate computers programmed with accounting software to record, store, and analyze information. Quality check figures, postings, and documents for accurate entry, formatting, mathematical accuracy, and proper codes. Classify, record, and summarize numerical and financial data to compile and keep financial records, using ledgers or computers. Stamp and code documents according to company procedures. Submit government contract invoices via Wide Area Workflow (WAWF) in the Procurement Integrated Enterprise Environment website.

Create, maintain, ensure completeness and distribute comprehensive project documentation, logs, plans and reports. Makes copies and scans and files electronic documents. Produces, assembles, and completes outgoing final deliverables to clients, as necessary.

Performs other duties as assigned.

**KNOWLEDGE and SKILLS**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of customer services concepts and practices.
- Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data.
- Knowledge of principals and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
  
- Skilled in working independently to assess, prioritize and see multiple tasks, projects and demands through completion.
- Skilled in establishing and maintaining cooperative working relationships with others.
- Excellent verbal and written communication skills.
- Keen attention to detail with an ability to spot errors.
- Must and data protection.
- Follow policies and possess a serious understanding of confidentiality to safeguard data and information.
- Excellent organization, analytical and time management skills

- Familiarity with accounting procedures
- Skilled in maintaining and updating multiple reports and logs.
- Proficient in MS Word and MS Excel (Office Suite a plus!)

**MINIMUM EDUCATION QUALIFICATION**

A high school diploma or GED equivalent. Microsoft Office Certification a plus.

**MINIMUM PHYSICAL REQUIREMENTS**

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 40 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.