



# Advanced Onion Job Description

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|-----------------|--|---------|------------------------|------------|---|
| Title:          | <b>Administrative Support Specialist</b> |         |                        |            |   |
| Reports to:     | <b>President</b>                         |         |                        |            |   |
| Effective Date: | <b>Available now</b>                     | Salary: | <b>\$50 - \$65k/yr</b> | Leave/PTO: | <b>2 weeks with scheduled increase to 4 weeks</b> |

## Summary

Advanced Onion (AO) is a growing veteran-owned business providing technology services in the DoD market. Based in Monterey, CA, AO has approximately 80 employees supporting the Defense Manpower Data Center (DMDC), Office of Personnel Management (OPM), Naval Criminal Investigative Service (NCIS), Naval Postgraduate School (NPS), and other government customers. AO's core competencies are in people analytics and identity-related services, software development, IT Support Services, and Customer Call Center services.

The Administrative Support Specialist is a new and extremely important position that will support a variety of critical needs in Advanced Onion across several major departments. We envision, and actually are hoping for, the possibility that the successful candidate will eventually become one of the top senior leaders in AO with appropriate time, performance, and experience.

## Job Purpose

This role is a vital role in AO, putting order to files, providing contract data for queries, writing and supporting development of government proposals, helping with HR functions, and supporting the leadership team in a potentially wide variety of duties. It has the potential to be somewhat ad hoc, but at the same time offers a candidate the opportunity to learn a great deal about government contracting business operations, discover your strengths and interests, and support a growing small business that's leaning into new technologies like Artificial Intelligence, Machine Learning, Distributed Ledger Technologies, and advanced analytics.

## Job Duties & Responsibilities

The Administrative Support Specialist's roles will include:

- Administration
  - Organize and archive company file on our AO Corporate drive
  - Establish and maintain company registrations in various states where we operate
  - Assist in Fingerprinting services offered by AO
- Ops Support
  - Support Ops as needed for monthly reporting
  - Create Excel sheets to track hours of billable contract assets against contract terms/modifications, down to the individual employee level
- BD Support
  - {with training} Act as Technical Writer for proposals
  - Support various admin functions in proposal development
- Contracts Support
  - Organize contracts files
  - Develop and maintain Past Performance repository



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- Develop & maintain agreement status tracker
- Draft/Modify NDA and other agreements from AO baseline for approval
- HR support
  - Onboarding support
- Other miscellaneous duties as needed

## Qualifications

Required:

- Impeccable honesty, integrity, and strong work ethic
  - Ability to obtain/maintain a Security Clearance
- Strong persuasive writing skills
- Strong organizational skills, detail oriented
- Good understanding of technology... not a techie, but must be able to understand technical jargon, and research as needed to develop enough understanding to support written text
- Comfortable with MSFT Office applications (especially Word, PPT, Excel (intermediate level, e.g. understands/uses Pivot Tables))
- Bachelor degree with emphasis on writing and analytical skills
- Willingness to assume whatever roles are needed to support the team
- Work experience in a technology or government contracting firm is a plus

## Company Benefits

- 2 weeks paid leave/PTO/Sick leave with scheduled increase to 4 weeks over time
- 401k matching
- Medical, Dental, Vision, Short Term and Long-Term Disability, and EAP Plans

## Work Location / Conditions

AO is headquartered in Monterey, CA, however many aspects of this role can often be performed remotely. Work from a home office (with strong and reliable internet) is acceptable to some extent and will depend on the particular task.

Travel: The Administrative Support Specialist would not normally travel outside of the Monterey, CA area, but if remote he/she would be expected to attend in-person meetings at AO headquarters when needed.

## Salary

Starting salary is expected to be in the \$50 - \$65k range depending on skills, education, and experience. This position has strong potential for very significant salary growth for the employee who aspires to learn, contribute, and make a difference.

## Selection Process

Selection for this position is a 2-step process:

1. Video call with HR for benefits explanation and answering candidate questions, followed by a skills test which will include a 1-hour writing assignment and 30-minute Excel screening.
2. 30-45 minute video call panel interview by AO senior leaders.



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## Submission Requirements

Interested applicants are encouraged to read current position descriptions to determine qualifications and eligibility. To apply, please email Michael Douglass, *President* at [Michael.douglass@advancedonion.com](mailto:Michael.douglass@advancedonion.com).

If you are interested in applying to Advanced Onion for a position with the company currently not listed you may email your resume and cover letter to us directly.

A competitive salary for each individual will be commensurate with experience and education as it relates to the position requirements. Unless stated otherwise, each position is onsite, located on the Monterey Peninsula, CA and requires no travel.

Due to regulatory security criteria, all candidates must have a U.S. citizenship. H1B Visa holders, H1B sponsorships and U.S. resident green card holders will not be considered.

Check individual job opportunities to see if a security clearance is required. Applicants under final consideration for hire will be subject to a thorough background check.

Advanced Onion is an Equal Opportunity Employer.