Aerotek is currently seeking an **Admin Functional Support** for our client based in Saratoga Springs, N.Y. Interested candidates must have an active Confidential Clearance.

**Job Description:**
The Admin Functional Support will perform a variety of activities in support of functional areas such as finance, purchasing, or human resources or for a specific project/business/technical unit. The candidate will gather, collect, record, track and verify data and information from multiple sources. They will compile, review and analyze data, use software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations, and provide data and information to others on functional unit processes and procedures. They also may design processes to enhance work flow.

**Qualifications:**
- Previous experience in human resources or medical administration helpful but not required
- Active DOD security clearance required
- Some travel is required
- High School and 2 years additional education and/or experience

**Contact Information**
Interested candidates should send their resumes to Amanda Ettinger at aettinger@aerotek.com.