Aerotek is currently seeking an **Administration Generalist** for our client based in Saratoga Springs, N.Y. The ideal candidate will have an active DOD clearance, experience in an administrative role and have proficient computer skills.

**Job Description:**
The Administrative Generalist will represent the organizational unit on administrative matters. The candidate will recommend, interpret, and/or implement company and internal administrative policies and procedures, perform a combination of administrative tasks in such functional areas as finance, human resources, purchasing, research and development and may prepare budgeting, project scheduling, and statistical reports as required. This position is needed for the coordination of training schedules and supporting general administrative functions within the organization. Responsibilities will include:

- Utilize Learning Management System to create and schedule students into courses.
- Work closely with area managers to ensure students attend scheduled training or are rescheduled to maintain qualifications
- Working closely with current Training Coordinator and Project Management Analyst on organizational administrative functions, to include: records management, report development, schedule coordination, and course maintenance.
- Support general administrative functions of the organization to include: filing, memo issuance, records input, training schedule communication and similar.

**Qualifications:**
- Bachelor’s degree
- Proficient Computer Skills
- Organizational skills
- Active clearance required

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