Job Title: Confidential Assistant (CONTRACTUAL)
Reports To: Chief Programs Officer
Position Status: Contractual-1099
Terms: $4,000 monthly (5 months)
Travel: None
Duty Station: Remote (Remote, U.S. Only, Central Time Preference)
Benefits: Not Eligible
Other: **Enhanced Background Clearance (including credit check)**
Announcement Closes: August 5, 2025
Email: hr@edmondcompliance.com (Subject: Confidential Assistant)

Edmond Compliance Services Incorporated (ECS) is growing. We're looking for a contractual Confidential Assistant. The incumbent shall perform a wide variety of specialized, complex, and **confidential** technical and administrative support work for executive staff. Responsibilities require a high level of tact, discretion, and independent judgment as well as a thorough knowledge of organizational activities. Due to the highly sensitive nature of work, execution of a Nondisclosure Agreement (NDA) is required. The incumbent must have a strong internet connection.

Duties & Responsibilities

- Provides administrative support performing duties of an advanced, complex, sensitive, and confidential nature; handles materials relating to fraud, embezzlement, misuse or other sensitive matters
- Assist and act in a confidential capacity to executive management who is responsible for formulating, determining, and implementing management policies in the area of fraud prevention and deterrence
- Provide prompt response to inquiries from both domestic and international clients, Federal oversite agencies, funders and other stakeholders
- Maintains control of electronic files on matters in progress and expedites their completion
- Schedules and/or coordinates special meetings, seminars, conferences, and training sessions for staff; acts as meeting secretary including preparing agendas, and taking and transcribing minutes for partner meetings
- Other duties as assigned

Minimum Qualifications

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of high school or GED supplemented by college-level coursework or specialized training in business or secretarial science and at least five (5) years of administrative assistant, executive assistant, office management, or related experience or two (2) years of experience equivalent to Senior Administrative Specialist.

Knowledge, Skills, & Abilities

- Maintain confidentiality and discretion in handling and processing confidential information and data
- Organization and function of public agencies
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and related procedures
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment
- Business letter writing using the standard format for reports and correspondence

Licenses and Certifications
Possession of valid driver's license with a satisfactory driving record

Work & Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Environmental Elements

Remote/Home setting. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing company policies and procedures.