

INTRODUCTION

KBSI was established in 1988 with the goal to provide the highest quality research, development, consulting and training services. KBSI has a distinguished record of performing sophisticated research and advanced development for a wide variety of commercial and government clients. We are seeking to expand our administrative support team to foster our collaborative and thriving work environment.

JOB SUMMARY

Student Workers are an integral part of the overall production at KBSI. Student Workers support administrative and project staff members at multiple levels by providing day-to-day office services and fulfilling logistical maintenance duties.

RESPONSIBILITIES & DUTIES

Accounting Support

- Assist in maintaining corporate credit card spreadsheets
- Enter and submit vendor invoices for approval; contact vendors to request documentation, as needed
- File records, create A/P folders; scan receipts and other administrative documents, as needed
- Occasionally make travel reservations or assist with other travel arrangements for employees
- Review Calendar, credit card spreadsheets, and ensure all trips have an Expense Request
- Special projects and other duties, as assigned

Human Resources Support

- Assist in maintaining file retention policies and compliance postings throughout office
- Assist with engaging employees on timely Job logs, Pre-Trip/Post-Trip Reports, Expense Reports, and assigned staff training deadlines
- Special projects and other duties, as assigned

General Support

- Receive and distribute incoming mail; process outgoing packages and letters (USPS, FedEx, etc.)
- Receive visitors and provide general information and badging; visitors must be badged, logged and escorted. Notify the intended host/recipient, or see to it that the visitor arrives at the correct meeting location
- Provide clerical services, as needed, which may include copying, shredding, filing, scanning, creating booklets, etc.
- Assist with any meeting logistics including any special arrangements, food, supplies and monitor them throughout any special meetings, run errands including picking up special orders
- Run errands, such as picking up special orders, as required
- Cleaning and Food/Beverage Prep:
 1. Make coffee as needed, prepare lunch setup as needed (i.e. ordering/setting up for large client meetings)
 2. Ensure kitchen and meal areas (sink, microwave, fridge, etc.) are kept clean and neat, and dishes are clean and put away daily
 3. Maintain supplies such as coffee, tea, soda, sugar, creamer, plates, plastic ware, paper towels, etc. by ordering/purchasing when necessary and only after such purchases have been approved through the proper PO process, and ensure final Reports are made with receipts
- Special projects and other duties as assigned

Occasional Project Support

- Data entry, technical writing, reviewing, illustration, and document markup; special projects and other duties as assigned

CURRENT OPEN POSITION DETAILS (LOCATION, HOURS, ETC.)

- Job Type: Part-Time or Full-Time, Hourly
- Job Location: College Station, TX – In-Person
- Supervisor: Chief Operating Officer
- Hourly Pay Rate: \$13/hour

COMPANY STANDARDS & BENEFITS

KBSI offers competitive compensation, and a comprehensive benefits package which includes: Employer Paid Health, Dental, Vision, Life and Long-term & Short-term Disability benefits for full-time employees, with options to add coverage for employee's family members. Additional benefits include Workplace Flexibility, paid Leave with generous accruals, and many other company perquisites.

**KBSI reserves the right to modify, nullify, or otherwise alter Job Descriptions as needed, with or without prior notice to applicants and/or employees.*

QUALIFICATIONS & REQUIREMENTS

- Must be eligible to work in the U.S.
- High School Diploma or Equivalent
- Must be eligible for auto insurance coverage and able to operate company-owned vehicle(s)
- Must be able to lift up to 50 lbs. unassisted, and be able to sit, stand, walk, etc. for extended periods of time
- Experience using handheld power tools *is preferred*

SKILLS & EXPERIENCE

- Working knowledge of Microsoft Outlook, Word and Excel®
- Basic data entry skills, attention to detail
- Ability to multi-task and work cooperatively with a multi-disciplinary team and be dependable
- Strong organizational and communication skills, ability to provide excellent customer service
- Experience with filing and document retention *is preferred*

HOW TO APPLY

Career Opportunities and Employment Application may be found at [KBSI.com/careers](https://kbsi.com/careers). Interested persons may inquire by emailing hr@kbsi.com. (Include applicable attachments such as resume, CV, cover letter, etc.)

To be considered an Applicant, the following requirements must be met:

1. KBSI has a **Currently Available Position**
2. Interested Person meets the Minimum Qualifications & Experience for the Currently Available Position(s) (i.e. education, licensing, work experience, etc.)
3. Interested Person submits a completed and signed Employment Application to hr@kbsi.com for the Currently Available Position(s)

Note: Submissions via online recruiting platforms such as Indeed or ZipRecruiter do not necessitate that the submitter is an Applicant.

KBSI is proud to be an equal opportunity workplace and is an affirmative action employer.

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ACKNOWLEDGEMENT & ACCEPTANCE OF JOB DESCRIPTION HEREIN

This section is to be completed upon acceptance of job offer and with a member of KBSI’s Human Resources Department or Chief Operating Officer.

Printed Name	Signature	Date
Witness Name and Title	Signature	Date

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