



Sales Intelligence Analyst

Location: On-site at our office Linthicum Heights, MD

Position Type: Full Time exempt

Hours: 8:30-5:00pm Monday-Friday

Compensation: \$47,000 – 57,000 Commensurate with experience

What we call you: Executive Assistant

TargetGov is looking for an enthusiastic, detail-oriented, incredibly organized individual to join a growth-focused team driven by our clients' immediate success in the federal marketplace.

Who we are: We started doing this over 25 years ago when we created the first-ever database of government decision-makers and we continue to today with our unique, proprietary tools and processes to help our clients plan, position, pursue and win federal contracts. We have helped our clients win contracts totaling over \$8 billion. Our Executive Assistant is a critical thinking, enthusiastic, honest, hungry-to-grow-and-learn team player who can support and help ensure effective day-to-day operations to keep us growing.

The federal marketplace is a dynamic and fluid arena where we are recognized as subject matter experts. You will use a variety of platforms and tools to support, engage, and maintain relationships with internal departments and external stakeholders. Our office is an exciting and flourishing environment that fosters team collaboration, 1:1 connection, and encourages professional growth.

You will aspire to our five core values:

- Hungry to Grow & Learn- you strive to get better professionally & personally; are conscientious, knowledgeable, smart, detail oriented, and hard working
- Critical Thinker - you are driven, ask questions, remain curious, and are tenacious working intensely to achieve your goals.
- Team Player - you are humble, conscientious, respectful, respected, and engaging
- Integrity - you seek open and honest communications and relationships, and you hold yourself to very high moral and ethical standards. You reject manipulation, dishonesty, and intolerance.

Role Description: Ideal candidates will be subject matter expert in all aspects of meeting preparation and coordination; be inquisitive and have an appetite for gathering data and research; possess strong communication and office management skills; a strong analytical mindset and a high level of comfort working with external stakeholders. Successful team members have a passion for business success, strong attention to detail, an eye for creative concepting and execution, keeping a high level of motivation and maximizing coordination among departments.

Role Responsibilities:

- Complete a broad variety of administrative tasks that facilitate the CEO & COO's ability to effectively lead the organization, including assisting with special projects; document production, collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports
- Anticipate needs in advance of meetings, conferences, etc.
- Organize and prepare meeting schedules for various departments
- Ensure meeting spaces are properly requisitioned ahead of schedule
- Manage inventory and ordering of office equipment and supplies
- Work collaboratively with other departments to help solve clerical issues
- Assist accounting department by managing invoices, payments, and receipts



- Provide hospitality to all guests and help to create a welcoming environment
- Other projects/duties as assigned for the overall benefit of the organization

Role Attributes:

- Four to six years of related work experience
- Covid vaccination required
- Strong verbal and communication skills, in individual and group settings and on the telephone
- Excellent listening skills and confidence in asking questions
- Excellent organizational and time management skills; ability to multitask
- Creative problem solving
- Energized by a collaborative and cooperative environment, adept at working both independently and on teams
- Strong, concise, and informative written skills; ability to adapt to audience
- Intermediate to Advanced level skills in Microsoft O365 (Excel, Word, Outlook, Teams)
- Intermediate to Advanced skills in Internet Research
- Intermediate to Advanced skills in coordinating Travel (ground, air, lodging) for individuals or teams
- Demonstrate initiative, resourcefulness, and willingness to develop new skills and learn
- Initiative to drive organizational processes
- Ability to lift up to 40 lbs.
- Professional demeanor and appearance

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This job description is a summary of the essential functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description.

Other duties, as assigned by the supervisor, might be part of the job.

TargetGov does not intend to hire experienced or entry level job seekers who will need, now or in the future, TargetGov sponsorship through the H-1B lottery.

TargetGov is an equal opportunity employer.