

## Recruiter Admin Support Representative (RASR)

### **Position Objective:**

Perform administrative Recruiter Support Services in support of the Army recruiting Mission.

### **Duties and Responsibilities:**

The RASRs shall be able to read, review and comply with the requirements AR 25-50 in the preparation of all correspondence. The RASRs will schedule meetings and maintain calendars, conference calls, web-based meetings and resolve conflicts when necessary. RASRs shall notify the appropriate unit or organizational representatives when technology issues arise. RASRs personnel shall receive visitors, telephone calls and emails, and aid as necessary. RASRs will receive incoming mail daily and sort or action as required. RASRs shall ensure that both the recruiting company and recruiting stations have sufficient postal supplies on hand. RASRs shall establish and maintain reports and files both paper and electronic to maintain current and historical data for future use/reference. Contractor personnel shall maintain suspense files, conduct follow-ups prior to suspense dates and request interim responses as necessary. RASRs will have access to the Defense Travel System (DTS) to prepare various order types and to review unit member's requests for travel. RASRs shall collect, maintain, and report unit or organizational data as required. RASRs will have access to the Medical Protection System (MEDPROS) to review and update unit member's records as needed. RASRs shall electronically build and enter Bulk Leads into the Leads Management System as needed. Contractor personnel shall consolidate supply requests from subordinate units and submit requests to the battalion for resupply. RASRs will maintain a neat and orderly workplace.

### **Basic Qualifications:**

High School Diploma.

Previous work-related, knowledge, or experience in similar role.

Effective communication, organizational and people skills.

Knowledge of administrative and clerical procedures and systems such as managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.