

North American Logistics (NAL)

Order from Chaos.

Administrative Assistant (Remote)

Work Hours: 7:00am to 4:00pm (Mountain Time), Monday through Friday

Compensation: Salary exempt, plus bonus

Benefits: 401k with employer 8% matching; medical insurance fully provided, additional insurances, 15 PTO days per year, 11 paid holidays off

Position Overview The Administrative Assistant is the backbone of NAL's operations, supporting logistics, procurement, and contracts teams. You'll manage documentation, scheduling, and compliance tasks to ensure smooth operations for emergency response and large-scale events like concerts and conventions. This role is perfect for an organized professional who thrives in a dynamic environment.

Key Responsibilities

- Organize sensitive company and contract documents.
- Process invoices and track operational expenses.
- Schedule meetings, travel, and executive calendars.
- Ensure administrative processes meet audit standards.
- Handle internal administrative inquiries promptly.
- Support logistics for emergencies and events.
- Maintain accurate records for compliance reviews.
- Coordinate with vendors for administrative supplies.
- Prepare reports for leadership and stakeholders.
- Assist with onboarding new team members.
- Manage email correspondence for multiple departments.
- Track project timelines and deliverables.
- Support event planning with administrative tasks.
- Ensure data security in document handling.

Preferred Qualifications

- 2–4 years in administrative or office management roles.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).



- Strong organizational and multitasking abilities.
- Experience in government contracting or event logistics support.
- Familiarity with administrative support for large-scale events.

Why Work for Us?

- Premium Benefits Package – Health, dental, vision, PTO, and retirement plan options.
- Career Growth Opportunities – NAL is growing rapidly. You will have significant opportunity to advance your position or for a lateral move within.
- Autonomy & Independence – We are task based, not time based. If you are a self-starter and take initiative, you will thrive at our company.
- Varied & Interesting Work – Every day brings a different challenge.
- Supportive Team Culture – We're a results-oriented company. Micromanagement is not in our vocabulary. We encourage personal responsibility, collaboration, and great outcomes.

If you feel you are qualified, submit your resume and cover letter to:

careers@northamericanlgs.com