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Civilian Military Jobs — Civilian Administrative Specialist — Virginia Beach, VA, USA

Description

People interested in **Civilian Military Jobs** around **Virginia Beach, VA, USA** can learn about the work of a **Civilian Administrative Specialist** in civilian support. Practical tasks include organizing administrative case files and assisting office workflows while keeping supporting records easy to find. Useful strengths include civilian support, document management, and the ability to follow detailed instructions.

Responsibilities

- Organizing administrative case files.
- Assisting office workflows.
- Maintain accurate digital records and follow up on missing information.
- Share progress with colleagues and keep departmental requests organized.

Qualifications

- Comfort with common office tools, online forms, and digital documents.
- Clear communication, dependable follow-through, and attention to detail.
- Practical familiarity with civilian support and document management.

Experience

Experience organizing information, using digital tools, or working in civilian support is a useful foundation.

Skills

civilian support, Civilian Administrative Specialist, Office coordination, digital records, customer service

Organization Website

Explore Civilian Military career and organization information.

Hiring organization
Civilian Military

Employment Type

Industry
Civilian Support

Job Location
Virginia Beach, VA, United States

Date posted
November 10, 2026

Valid through
2026-11-24