



## **Executive Business Partner– Columbia, MD**

Here at Vulnerability Research Labs we have spent more than a decade becoming a technical leader in cyber security. We became a technical leader in the field because we believe in our mission – to be at the forefront of cyber security and deliver unparalleled capabilities that solve our customer’s hardest problems. We offer the opportunity to work on diverse technologies with hard working developers in an interactive company with a flat organizational structure.

Vulnerability Research Labs is in search of a self-motivated professional, capable of prioritizing tasks to meet challenging deadlines in our fast-paced environment. This full-time position provides responsive support to VRL’s executive team, reporting to the Director of Operations in our Columbia, MD office.

### **What we are looking for:**

- Provide high-level administrative support to the executive team managing competing priorities, coordinating calendars/schedules, and drafting correspondence, reports, agendas, expense reports, and other documents.
- Receive incoming communication on behalf of the executive team, review contents, determine importance, and summarize and/or distribute contents to appropriate staff.
- Communicate effectively with leadership, keeping the team informed of upcoming commitments and responsibilities.
- Perform general administrative functions and clerical tasks, including maintaining organized electronic and paper filing systems, ordering supplies, and arranging catering for meetings and events.
- Organize travel, accommodations, itineraries, and correspondence related to travel arrangements, while maintaining compliance with security procedures and budget constraints.
- Plan, organize, and support meetings, teleconferences, and events, handling various arrangements within a budget including room reservation, event preparation, and facility/IT/catering coordination.
- Coordinate, plan, and execute corporate and employee events such as team building activities, all-hands meetings, happy hours, holiday parties, etc.
- Provide general HR support, including assisting with candidate interview scheduling and preparation, orientation, onboarding, and other employee-related assistance.
- Review operating practices and procedures to collaborate on improvements in areas such as workflow, procedures, policies, processes, or expenditures.
- Serve as back-up assistance for the Security Manager in the maintenance of personnel and physical security support.
- Provide back-up support to the Office Administrator answering phone calls and e-mail, greeting visitors, receiving deliveries, communicating with building management, ensuring the kitchen is provisioned, and the office is in orderly condition.
- Maintain strict confidentiality and display a high level of professionalism at all times.
- Work cooperatively with customers, coworkers, and stakeholders in the furtherance of company goals and in compliance with directives, policies, and deadlines.
- Perform additional duties as assigned.

**Job Requirements & Qualifications**

- Bachelor's degree in Business or related discipline
- 4+ years' experience working in an administrative support role.
- Ability to work independently with minimal supervision using proactive problem solving and strong decision-making skills
- Superior verbal and written communication skills
- Ability to work with discretion and maintain confidential information at all times
- Excellent organizational skills with superior attention to detail to manage changing priorities
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Proficient with Microsoft Office Suite or similar software with the ability to quickly master new software
- Experience with JPAS and other security skills a plus

**Things we like best about VRL:**

- The chance to work with the best in the business
- Minimal time in meetings
- The ability to go to conferences and training
- Real offices with doors and desks
- A well-stocked pantry with food and beverages
- Most of all: interesting and challenging work and a great team to work with!

Qualified candidates should send their resumes to: [careers@vrlsec.com](mailto:careers@vrlsec.com). To learn more about VRL, please visit our website: <https://www.vrlsec.com/>.

VRL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class.

Please, no third-party firms

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