



Job Description

About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution-oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

Company:

IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Administrative Assistant

Position Description:

IMSolutions, LLC is seeking an Administrative Assistant to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide administrative-type support to technical and management-level personnel or field or technical work under supervision. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, mail services, records, data input and other office administration functions. Utilizes experience in using commercial automated word processing and spreadsheet software (e.g., PowerPoint, Word, or Excel).

Contract Information

Company:

IMSolutions, LLC

Address:

3600 Pointe Center
Court, Suite 200
Dumfries, Virginia 22026

Email:

careers@imsolutionsllc.com

Phone:

703.221.2685

Fax:

703.221.2755

Experience / Educational Background:

- Qualified candidates must possess at two (2) or more years' experience; associates degree preferred.
- Qualified candidates should have experience assisting Program Manager and Task Leader with producing financial, administrative, and management reports for resource planning, meetings, and briefings.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self-motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Good written and oral communication skills;

SECRET-level security clearance required and verifiable

We offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to careers@imsolutionsllc.com or fax to (703) 221-2755.