



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 Clerk Contract Information

Position Description:

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

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

- High School / Vocational School diploma or GED Certificate

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;

IMSolutions 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.