



## 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.

### Reference ID:

**Company:**  
IMSolutions, LLC

**Location:**  
Washington DC

**Status:**  
Employee, Exempt

## Administrative Officer

### Position Description:

Serves as the secondary assistant to the Director/Dep. Director, in the Office of Afghanistan and Pakistan Affairs (OAPA), Administrative Management Services Division.

Duties include:

HR Liaison - Independently performs human resources management liaison and advisory services of a complex or specialized nature for an organization. Serves an organization advisor on human resources and workforce matters by coordinating organizational needs with office requirements; directing the initiation and processing of personnel actions; and facilitating the accomplishment of various workforce programs including performance management, awards, and training.

## Contact Information

**Company:**  
IMSolutions, LLC

**Address:**  
3600 Pointe Center  
Court, Suite 200  
Dumfries, Virginia 22026

**Email:**  
[careers@imsolutionsllc.com](mailto:careers@imsolutionsllc.com)

**Phone:**  
703.221.2685

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703.221.2755

**Internal Controls/SOPs** - Develops and modifies internal procedures to ensure adequate control in terms of deadlines, progress reports, and directives and uses own initiative in developing procedures which will increase the general flow of information and overcome bottlenecks in the administrative process. Work on a program that consists of a variety of functions that includes budget, incoming/outgoing correspondence, records management, publications/forms management, administrative standard operating procedures, administrative internal controls, and organizational files management. Assures that internal systems and procedures for carrying out the unit's administrative functions meet the requirements.

**Budget/Procurement** -Performing budget execution to include preparation of financial and acquisition plan, and track of funds as the fiscal year progresses. Providing financial reporting to include spending plans, and status reports for the portfolio managers and office managers; Initiate procurement actions (reqs. & POs) for office supplies, etc.

**Experience / Educational Background:** BA/BS in Business Administration, Management, Finance, or relevant field; Minimum 6 years administrative experience

**Skills Required:**

Proficiency in the use of Microsoft Office, Internet, and e-mail applications (Google/Outlook) is required. Experience in the use of database applications is required.

**SECRET Clearance Required**

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