



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

Contact Information

Administrative Specialist I

Position Description:

The Specialist provides administrative and operational support for assigned supervisor/manager to ensure that the office is well-organized and to help track any needed administrative approvals or actions. correspondence and document preparation; correspondence and document distribution; document tracking, control and filing/ library maintenance; mailing lists/mass mailing; telephone/visitor reception; photocopying/faxing; supplies monitoring, ordering & inventory control; meeting/logistical support, courier services; telephone and visitors lists/events calendar. Responsible for travel and event logistics.

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:

BA/BS in Business Administration, Management, Finance, or relevant field; Minimum 3 years of related field

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 preferred.

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 or fax to (703) 221-2755.