

VIRGINIA

Dumfries - Stafford

Administrative Assistant

Dumfries & Stafford



Job Description

About Us:

IMSOLUTIONS, LLC (IMS) is a rapidly growing veteran-owned, woman-owned, small business, headquartered in Dumfries, Virginia.

We specialize in providing innovative and cost-competitive acquisition, business process re-engineering, and program management, cost estimating solutions to our clients across the public sector.

The cornerstone of our success is maintaining high performance standards. We have consistently provided support to our clients without compromising on quality and responsiveness.

Reference ID:

N001

Company:

IMSolutions, LLC

Location:

Dumfries and Stafford, VA

Status:

Employee, Exempt

Administrative Assistant

Position Description:

In support of a Federal Government client, IMS is seeking multiple Administrative Assistants to perform secretarial and general office work in a technical environment. Key responsibilities include: composing routine correspondence and messages, word processing and filing, meeting and facilities coordination, Information Technology (IT) and security requests, purchasing, office services, records management, efficient and expeditious execution of the travel authorization practices within the Defense Travel System (DTS) framework, and communicating with all levels of organization personnel to gather and convey information. A successful candidate will have a strong working knowledge of a wide variety of integrated computer software applications, to include: Microsoft (MS) Office Suite and SharePoint; Internet and Intranet communications; and research tools.

Contact Information

Company:

IMSolutions, LLC

Address:

3600 Pointe Center Court, Suite 200
Dumfries, VA 22026

Email:

www.imsolutionsllc.com

Phone:

703.221.2685

Fax:

703.221.2755

Experience / Educational Background:

1-5 years of appropriate administrative and clerical experience. High School Diploma required. Associate Degree (AA) preferred.

Required Skills:

- Strong interpersonal, communication, and writing skills
- Ability to track and organize tasks
- Ability to read, write, understand, and communicate in English
- Ability to follow oral and written directions to complete assigned duties
- Accurate word processing speed of at least 55 words per minute
- Proficiency working in an MS Windows environment and in the use of standard computer software such as, but not limited to, MS Office (Word, Outlook, Excel, PowerPoint), Adobe Suite, and SharePoint

SECRET-level security clearance a plus.

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.

Knowledge Management Consultant

Dumfries



Job Description

About Us:

IMSOLUTIONS, LLC specializes in providing management and acquisitions support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), FAA, GSA and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMSolutions 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:

IMS-JA-01

Company:

IMSolutions, LLC

Location:

Dumfries, VA

Status:

Employee, Exempt

Knowledge Management Consultant Contact Information

Position Description:

Position: Knowledge Management Consultant

Location: Woodbridge, VA

Education: Bachelor's Degree Required

Years of Relevant Experience: Minimum five years of progressive experience in supporting Knowledge Management (KM) projects within federal government.

Required Skills: The candidate must have a thorough knowledge of implementing collaborative software solutions; modeling organizational processes and workflows and KM principles for web-based designs. Candidate must possess excellent communication skills, write clearly and precisely, and be customer-focused. The

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candidate must be skilled in using the full suite of MS Office applications. Must be a U.S. citizen with an ability to obtain a SECRET level security clearance.

Experience Required/Responsibilities: The ideal candidate will have experience in executing the following responsibilities:

- Assess the knowledge management needs of the operating units through knowledge audits or similar processes
- Design and oversee expansion of website and knowledge sharing/collaboration infrastructure
- Develop, monitor and evaluate plans for KM services and activities

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Logistics Analyst

Dumfries



Job Description

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Reference ID:

IMS-CP-01

Company:

IMSolutions, LLC

Location:

Dumfries, VA

Status:

Employee, Exempt

Logistics Analyst Contact Information

Position Description:

Position: Logistics Analyst

Location: Dumfries, VA

Education: Bachelor's degree required, preferably in Management or Business.

Years of Relevant Experience: Minimum eight years of progressive experience in DoD Acquisition Logistics and/or Acquisition.

Required Skills: The candidate must have a thorough knowledge of the DoD weapon system acquisition process including sustainment support, both during acquisition and during the Operations and Support Phase. Candidate must

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possess excellent communication skills, write clearly and precisely, and be customer-focused. The candidate must also be skilled in using the full suite of MS Office applications. Must be a U.S. citizen with an ability to obtain a SECRET level security clearance.

Experience Required/Responsibilities: The ideal candidate will have experience in acquiring and supporting DoD weapon systems and equipment. This includes extensive experience in Acquisition Planning; Acquisition Logistics; Milestone review processes; Supportability: Reliability-Centered maintenance and condition-based maintenance; sustainment risk; as well as Independent Logistics Assessments and RAM-C. Knowledge of the latest versions of the DoD 5000 Defense Acquisition series of directives as well as life cycle management is required.

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Program Analyst

Dumfries



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Reference ID:
IMS-JA-02

Company:
IMSolutions, LLC

Location:
Dumfries, VA

Status:
Employee, Exempt

Program Analyst Contact Information

Position Description:

Position: Program Analyst

Location: Dumfries, VA

Education: Bachelor's degree preferred

Years of Relevant Experience: Minimum five years of progressive experience in the DoD logistics field. Trained in systems acquisition and the acquisition sustainment process, the application of Business Case Analysis (BCA) principles to facilitate life cycle sustainment decisions a plus.

Required Skills: The candidate must have a thorough knowledge of application of life cycle sustainment outcome metrics and supply support. Knowledge of 12

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sustainment elements is essential. Candidate must possess excellent communication skills, write clearly and precisely, and be customer-focused. The candidate must be skilled in using the full suite of MS Office applications. Must be a U.S. citizen with an ability to obtain a SECRET level security clearance.

Experience Required/Responsibilities: The ideal candidate will have experience in executing the following responsibilities:

- Ensure product support strategies meet the program goals for operational effectiveness and readiness through utilizing lifecycle sustainment outcome metrics
- Ensure supportability requirements are addressed consistently with cost, schedule and performance
- Develop contract Statement of Objectives (SOO) or Statement of Work (SOW) language to effectively collect supportability data

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VIRGINIA

Quantico

Database Analyst

Quantico



Job Description

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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).

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Reference ID:

CM001

Company:

IMSolutions, LLC

Location:

Quantico, VA

Status:

Employee, Exempt

Database Analyst

Position Description:

IMSolutions, LLC is seeking an experienced Database Analyst with a strong understanding of extracting, transforming, and loading (ETL) data between Excel and Microsoft Access Web Databases. Successful candidate must have the ability to customize Structured Query Language (SQL) in Microsoft Access to produce ad-hoc reports. Daily interaction with USMC Tactical Motor Vehicle client requires strong communications skills and capability to articulate result set discrepancies to non-technical customer via white papers, excel charts, etc. Working knowledge of Microsoft Word, PowerPoint, Access and Excel required. This position requires ability to qualify for a Government Combined Access Card (CAC).

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Experience / Educational Background:

Qualified candidates must possess at least a Bachelor's Degree in mathematics or other technical related field. 10 years' verifiable experience in database development, analysis, or management can be substituted for the Bachelor's Degree. Qualified candidates should also be familiar with DLA databases, processes and policies.

Skills Required:

- Working knowledge of Visual Basic for Applications (VBA)
- Understanding of SharePoint lists and integration of Microsoft Access web tables into SharePoint
- Demonstrated capability in preparation of quality documentation that reflects programmatic and technical knowledge
- Rigorous management of schedules and responsibilities
- Strong technical writing and oral communication skills
- Self motivator

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Supply Specialist

Quantico



Job Description

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Reference ID:

Company:

IMSolutions, LLC

Location: Marine Corps Base Quantico, Virginia

Status:

Employee, Exempt

Supply Specialist

Position Description:

Overview: The position requires Marine Corps supply administration and operations knowledge and experience to perform technical research functions by leveraging retrieval systems/databases to conduct reconciliations functions and ensure corrective action in an efficient manner of any identified problem areas. In addition, the position requires solving data output interpretation problems and contacting appropriate sources to resolve questionable areas.

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**Experience / Educational
Background:**

High School Diploma or equivalent;two
(2) years of work experience in related field.

Skills Desired:

1. Ability to analyze and evaluate the effectiveness and efficiency of supply programs and/or operations and implement solutions.
2. Knowledge of supply policy requirements, regulations and computerized supply process systems.
3. Ability to work with a cross-functional team and possess significant interpersonal skills in conflict-resolution and team building.
4. Ability to communicate effectively, both orally and in writing.

SECRET Clearance (DoD)

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