



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 **Contact Information**

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.

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.

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Reference ID:

Company:
IMSolutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Contact Information

Cost Analyst

Position Description:

Provide cost estimating related support and services. Assist customers with developing procurement solutions through the use of mathematical, statistical, and operations research techniques.

- Assist with preparing cost estimates.
- Understand and assist in performing risk analyses.
- Prepare reports, presentations and spreadsheets.
- Organize and normalize cost data.
- Support cost research and issue paper development.
- Assist with database architecture plans.
- Assist with database architecture development.
- Provide effective verbal and written correspondence.
- Be able to effectively work in a team environment.

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703.221.2755

Experience / Educational Background:

At least 4 years but no more than 7 years of experience in support of government acquisition.

Possess a Government or industry standard cost certification. Examples include: CCEA and Professional Cost Estimator/Analyst (PCEA) certifications from the ICEAA, Professional and Technician Level Certifications [e.g. Certified Cost Technician (CCT), CCP, CEP] from AACE International, and DAWIA or DHS Cost Estimating certifications.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated skill in conducting advanced mathematical, statistical, econometric, and other scientific methods.
- Demonstrated skill in creating and maintaining databases and working with spreadsheets and complex models.
- Demonstrated ability to work in a dynamic work environment and ability to coordinate and perform multiple assignments.
- Possess good communication skills, both written and verbal.
- Demonstrated capability to work both independently and under the direction of experienced analysts.

SECRET Clearance Required

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IMSolutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Contact Information

Expert Cost Analyst

Position Description:

Provide insight and guidance to senior-level decision makers on significant, high visibility issues associated with information technologies, simulations, models and operations research tools, with a strong emphasis on cost-related issues. Provide leadership and vision to the client and project teams and serves as a key facilitator between multiple teams. Brief senior-level decision makers.

- Prepare cost estimates.
- Perform risk analyses.
- Prepare reports, presentations and spreadsheets.
- Organize and normalize cost data.
- Develop and maintain cost databases.
- Provide effective verbal and written correspondence.
- Perform conflict management and work in a team environment.

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Experience / Educational Background:

At least 15 years of government acquisition experience and knowledge of Federal contract requirements, cost estimating and cost analysis. Possess a Government or industry standard cost certification. Examples include: CCEA and Professional Cost Estimator/Analyst (PCEA) certifications from the ICEAA, Professional and Technician Level Certifications [e.g. Certified Cost Technician (CCT), CCP, CEP] from AACE International, and DAWIA or DHS Cost Estimating certifications.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Demonstrated expertise in advising senior-level decision makers on significant issues related to cost.
- Demonstrated knowledge of the IT hardware and software used throughout the government for cost and economic analysis such as Automated Cost Estimating Integrated Tool (ACEIT), Crystal Ball, @Risk, and other common cost analysis software.
- Knowledge of DHS hardware, systems, and software will be more favorably evaluated.

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Company:
IMSolutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Contact Information

Junior Cost Analyst

Position Description:

Provide cost estimating related support and services. Assist customers with developing procurement solutions through the use of mathematical, statistical, and operations research techniques.

- Assist with preparing cost estimates.
- Understand and assist in performing risk analyses.
- Prepare reports, presentations and spreadsheets.
- Organize and normalize cost data.
- Support cost research and issue paper development.
- Assist with database architecture plans.
- Assist with database architecture development.
- Provide effective verbal and written correspondence.
- Be able to effectively work in a team environment.

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Experience / Educational Background:

At least 4 years but no more than 7 years of experience in support of government acquisition.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated skill in conducting advanced mathematical, statistical, econometric, and other scientific methods.
- Demonstrated skill in creating and maintaining databases and working with spreadsheets and complex models.
- Demonstrated ability to work in a dynamic work environment and ability to coordinate and perform multiple assignments.
- Possess good communication skills, both written and verbal.
- Demonstrated capability to work both independently and under the direction of experienced analysts.

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Company:

IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Contact Information

Senior Cost Analyst

Position Description:

Provide cost estimating related support and services. Assist customers with developing procurement solutions through the use of mathematical, statistical, and operations research techniques. Develop complex cost studies, prepare related documentation, and assist with analysis for systems and programs.

- Prepare cost estimates.
- Perform risk analyses.
- Prepare reports, presentations and spreadsheets.
- Organize and normalize cost data.
- Develop and maintain cost databases.
- Provide effective verbal and written correspondence.
- Perform conflict management and work in a team environment.

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Experience / Educational Background:

At least 7 years of government acquisition experience and knowledge of Federal contract requirements.

Possess a Government or industry standard cost certification. Examples include: CCEA and Professional Cost Estimator/Analyst (PCEA) certifications from the ICEAA, Professional and Technician Level Certifications [e.g. Certified Cost Technician (CCT), CCP, CEP] from AACE International, and DAWIA or DHS Cost Estimating certifications.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated mastery of applying broad mathematical, statistical, econometric and other scientific methods and techniques to formulate, test, and evaluate new cost estimating and analysis theories.
- Demonstrated experience in creating and maintaining databases and working with spreadsheets and complex models.
- Demonstrated knowledge of IT hardware and software used throughout the government for cost and economic analysis. This includes knowledge of applicable high level languages, programming, and systems knowledge of major software elements and fundamental data management methods used throughout DHS. Knowledge of DHS hardware, systems, and software will be more favorably evaluated.

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Company:

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Location:

Washington DC

Status:

Employee, Exempt

Contact Information

Data Architect

Position Description:

Design and build relational databases; develop strategies for data acquisitions, archive recovery, and implementation of a database; work in a data warehouse environment, which includes data design, database architecture, metadata, and repository creation; translate business needs into long-term architecture solutions; define, design, and build dimensional databases; develop data warehousing blueprints; evaluate reusability of current data for additional analyses; review object and data models and the metadata repository to structure the data for better management and quicker access.

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Experience / Educational Background:

At least 4 years providing data analysis support to Federal clients.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Knowledge of DHS hardware, systems, and software will be more favorably evaluated.

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Reference ID:

Company:

IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Contact Information

Data Analyst

Position Description:

The data analyst shall: apply extensive knowledge and experience to obtain, integrate, and report client data and develop and apply analytic methodologies and principles; lead the application of analytic techniques and help define project objectives and strategic direction; resolve complex problems which require an in-depth knowledge of analytic methodologies and principles; analyze acquisition data, formulate conclusions and recommendations, design and develop materials, and evaluate effectiveness in accordance with stated guidelines, speculations, and models; conduct research, data gathering, and technical reviews; produce written deliverables to include reports, spreadsheets, databases, formal process mapping, technical design, system testing and implementation activities; troubleshoot issues in reports related to data; assimilate, integrate, and interface technical knowledge with business/system requirements; and have Microsoft Access experience.

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Experience / Educational Background:

At least 4 years providing data analysis support to Federal clients.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Demonstrated expertise in advising senior-level decision makers on significant issues related to cost.
- Demonstrated knowledge of the IT hardware and software used throughout the government for cost and economic analysis such as Automated Cost Estimating Integrated Tool (ACEIT), Crystal Ball, @Risk, and other common cost analysis software.
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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:
CM001

Company:
IMSolutions, LLC

Location:
Quantico, VA

Status:
Employee, Exempt

Database Analyst Contact Information

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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Reference ID:

Company:
IMSolutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Contact Information

Document Specialist

Position Description:

Support the development and maintenance of effective information management plans, processes, and systems; organize, maintain, track, and file documentation in electronic and hard copy formats; maintain document version control and configuration management; evaluate documentation, specifications, reports, and presentations; and outline and develop technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes.

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Experience / Educational Background:

At least 4 years providing data analysis support to Federal clients.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Demonstrated expertise in advising senior-level decision makers on significant issues related to cost.
- Demonstrated knowledge of the IT hardware and software used throughout the government for cost and economic analysis such as Automated Cost Estimating Integrated Tool (ACEIT), Crystal Ball, @Risk, and other common cost analysis software.
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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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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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Reference ID:

Company:
IM Solutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Senior Management Consultant

Position Description:

Develop and conduct complex qualitative and quantitative studies, research and analysis to evaluate, integrate or improve program/project productivity; and identify and develop methods, plans, and documentation to streamline operating procedures, reports and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost effective manner.

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Contact Information

Experience / Educational Background:

At least 4 years providing data analysis support to Federal clients.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Demonstrated expertise in advising senior-level decision makers on significant issues related to cost.
- Demonstrated knowledge of the IT hardware and software used throughout the government for cost and economic analysis such as Automated Cost Estimating Integrated Tool (ACEIT), Crystal Ball, @Risk, and other common cost analysis software.
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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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IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Contact Information

Technical Writer

Position Description:

The technical writer shall: gather, analyze, and compose complex technical information; conduct research and ensure the use of proper technical terminology; translate technical information into clear and readable documents to be used by technical and non-technical personnel; organize material and write descriptively according to establish standards regarding order, clarity, conciseness, style, and terminology; select photographs, drawings, sketches, diagrams, and charts to illustrate material; develop communications materials for publications, internet, strategic initiatives, user manuals, training materials, installation guides, white papers, reports, etc.; develop, write, and edit functional descriptions, system specifications, special reports, or any other customer deliverable or document; provide technical writing support and decipher directions provided on scripted storyboards, specifications, etc.

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Experience / Educational Background:

At least 4 years providing data analysis support to Federal clients.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Demonstrated expertise in advising senior-level decision makers on significant issues related to cost.
- Demonstrated knowledge of the IT hardware and software used throughout the government for cost and economic analysis such as Automated Cost Estimating Integrated Tool (ACEIT), Crystal Ball, @Risk, and other common cost analysis software.
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IMSolutions, LLC, a Virginia-based management consulting firm, is a rapidly growing economically disadvantaged woman-owned (8m), veteran owned management consulting company. IMS specializes in providing innovative and cost-competitive business and program management solutions to our clients across the public sector. Primarily, our support encompasses assisting clients in acquiring mission critical capabilities, to include developing holistic program strategies for successfully inserting technologies for achieving materiel solutions efficiently and expeditiously.

Reference ID:

Company:

IMSolutions, LLC

Location:

Washington DC

Status:

Employee, Exempt

Contact Information

Trainer / Training Specialist

Position Description:

Design effective acquisition and workforce training programs in the virtual, constructive, or real environments; conduct research necessary to develop and revise training courses and prepares appropriate training catalogs; develop instructor materials such as course outline, background material, and training aids; develop student material such as course manuals, workbooks, handouts, completion certificates and course critique forms; train personnel by conducting formal classroom courses, workshops, seminars and/or computer-based or aided training; coordinate for additional subject matter experts to participate in training as needed; and develop training plans and materials for acquisition programs from a logistics perspective.

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:

At least 4 years providing data analysis support to Federal clients.

Bachelor's Degree or higher.

Skills Required:

- Demonstrated expertise in complex information technologies, simulations, models, operations, and research tools.
- Demonstrated expertise in advising senior-level decision makers on significant issues related to cost.
- Demonstrated knowledge of the IT hardware and software used throughout the government for cost and economic analysis such as Automated Cost Estimating Integrated Tool (ACEIT), Crystal Ball, @Risk, and other common cost analysis software.
- Knowledge of DHS hardware, systems, and software will be more favorably evaluated.

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.

