



## 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-AA-01

### Company:

IMSolutions, LLC

### Location:

Yuma, AZ

### Status:

Employee, Exempt

## Program Analyst Contact Information

### Position Description:

**Position:** Administrative Assistant

**Location:** Yuma, AZ

**Education:** High School Diploma

**Years of Relevant Experience:** Minimum three years of experience providing day-to-day executive level administrative support services.

**Required Skills:** The candidate must have comprehensive expertise in efficiently verifying and processing travel orders in a timely fashion, as well as producing and editing a variety of documents such as letters, memoranda, presentations, and reports. Should effectively and efficiently maintain calendars; arrange conference calls,

### 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

### Fax:

703.221.2755

and meetings for staff. Should manage and organize office procedures and confidential files and resolve issues on matters within immediate area of responsibility using discretion and judgment.

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

- Ensure personnel traveling have a set of orders prior to travel through the use of the Defense Travel System (DTS)
- Ensure all pertinent requirements such as availability of government quarters, excess baggage needs, and mode of travel are effectively evaluated and addressed
- Prepare orders and verify requests from other sources for validity
- Assist with day to day tasks associated with office administrative functions
- Prepare specialized monthly and quarterly reports based on computer printouts, written and verbal data to facilitate the commands review of travel, actions and projects
- Performs other duties as assigned

Must be able to obtain and maintain a Secret security clearance.

We 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](mailto:careers@imsolutionsllc.com) or fax to (703) 221-2755.