



## 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 II

#### Position Description:

The Administrative Specialist II will provide administrative and office support for assigned supervisor/manager or senior staff member. Perform office administrative functions such as receiving, answering and routing telephone calls, setting up and maintaining alphabetical, numerical and/or subject files, maintaining calendars and coordinating meeting times, scheduling conferences and conference room facilities, booking off-site meeting locations, sending out invitations and keeping track of responses, creating and distributing meeting agenda, taking minutes during meetings and distribute them to attendees as appropriate and logistical arrangements for meetings and conferences. The Administrative Specialist II will manage the transmittal of incoming and outgoing memos.

#### 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

Research and obtain information for routine, reports and data requests. This position will coordinate travel arrangements for individuals supported. Required to coordinate the routing of various documents/memos through the approval chain, following up on pending details, and ensuring deadlines are met.

**Experience / Educational Background:**

BA/BS in Business Administration, Management, Finance, or relevant field; Minimum 7 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 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.