



## 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 Officer

#### Position Description:

Serves as the principal staff officer and primary assistant to the Director/Deputy Director, Administrative Management Services (AMS), on and for various administrative management services. Develops and/or modifies internal administrative processes and procedures for use in improving and standardizing business operations. Provides, secures, and/or negotiates for resources or services needed to run and manage the administrative operational requirements. Prepares requisitions and purchase orders for office supplies and/or services. Serves as division contact for the human resources office.

#### 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 administrative experience

**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**

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## 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.

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**Experience / Educational Background:**

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

**Skills Required:**

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## 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.

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**Experience / Educational Background:**

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

**Skills Required:**

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## Communications/Legislative Affairs Program Specialist

### Position Description:

This Legislative Affairs Program Specialist will exhibit familiarity with legislative and regulatory documents and has a working knowledge of the legislative and regulatory process. Reviews and analyzes a wide range of congressional documents; prepares replies for Questions and Inserts for the Record (QRF/IRF). Researches and writes background papers, talking points, written and oral statements for leadership. Possesses the ability to prepare leadership for testifying to Congress, meeting with members of Congress and other pertinent Congressional Committee staffers

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Strong writing and editing skills with experience writing speeches, talking points, press releases, social media posts and concise briefing papers on policy; Mid-level professional experience in congressional relations, international policy, communications (combination of all three preferred);

**Experience / Educational Background:**

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

**Skills Required:**

Positions require proficiency in the use of Windows, Microsoft Office, Internet search engines, and e-mail applications (Google/Outlook)

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## Financial Analyst - Mid-Level

### Position Description:

The Financial Analyst will provide day-to-day financial oversight and management of contract funding, maintain funding pipelines for all contract elements and provide funding analysis, budget requests and forecasts as requested in support of USAID Office and Mission financial management operations.

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The Financial Analyst should be knowledgeable of multi-source fund management and have a demonstrated ability in providing quality reports when requested in short timeframes.

**Experience / Educational Background:**

BA/BS in Business Administration, Management, Finance, or relevant field; Minimum 7 years of related field

**Skills Desired:**

Experience in managing complex Excel spreadsheets, creating charts, and presentations , preparing briefing papers, and analyzing program, pipelines and policy directives that inform the budget process

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## Technical Specialist / Consultant - Mid-Level - Democracy & Governance

### Position Description:

Duties require leading, coordinating, organizing, researching, analyzing, liaising and managing in the following tasks: project/program tracking, data analysis and documentation; program document preparation and communications support, country-backstop and field support; general administration. Technical specialists will be require expertise in the following areas, general development; governance; economics; democracy/governance; information technology; stabilization; and/or any other technical related specialty that may be required based upon the short-term workforce requirements. Experience working abroad, preferably in the Asia region desired). Experience in project administration and management procedures preferred.

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"Substantial technical expertise in democracy, governance, and stabilization programming in Afghanistan and/or Pakistan (prefer substantial experience working specifically on elections programming in Afghanistan) Strong writing Substantial experience in a representational role which could include conducting oral briefings and other public speaking roles"

**Experience / Educational Background:**

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

**Skills Required:**

Positions require proficiency in the use of Windows, Microsoft Office, Internet search engines, and e-mail applications (Google/Outlook)

**SECRET Clearance Required**

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## Technical Specialist / Consultant - Mid-Level - Training & Audits

### Position Description:

Duties require leading, coordinating, organizing, researching, analyzing, liaising and managing in the following tasks: project/program tracking, data analysis and documentation; program document preparation and communications support, country-backstop and field support; general administration. Technical specialists will be require expertise in the following areas, general development; health; education; governance; economics; democracy/governance; information technology; stabilization; and/or any other technical related specialty that may be required based upon the short-term workforce requirements. Experience working abroad, preferably in the Asia region desired). Experience in project administration and management procedures preferred.

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Demonstrated ability of working with training programs and preferably with design of training programs to build staff capacity and improve operational efficiency. Capacity to synthesize lessons learned, analyze trends, and provide recommendations from a diversity of sources including audits, assessments, evaluations, and reports on development assistance. Prior experience conducting surveys and/or interviews and interest in utilization of information to improve institutional performance.

**Experience / Educational Background:**

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

**Skills Required:**

Positions require proficiency in the use of Windows, Microsoft Office, Internet search engines, and e-mail applications (Google/Outlook)

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## Travel Specialist

**Position Description:**

The Travel Specialist must assist with coordinating all aspect of travel arrangement for the office. This includes but not limited to the following: Prepare international and domestic travel for office staff using government travel systems. Coordinates with all necessary parties to schedule flights, hotel accommodations, rental cars, and other applicable travel needs. Communicates travel information to traveler and troubleshoot problems as required. Prepare Travel Authorization (TA) and Travel vouchers in accordance with USAID guidelines and procedures; process TAs through the USAID travel System (e.g. E2 system). Provide necessary support to obtain passports, visa country clearances for travelers.

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The Travel Specialist serves as travel subject matter experience by leveraging knowledge of the position to complete a wide range of travel related tasks and assist Administrative Assistance with travel requests. The Contractor must remain current with all USAID travel guidelines and policy changes and proactively inform office staff of the potential impact of changes.

**Experience / Educational Background:**

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

**Skills Required:**

Experience with corporate automated travel system (USAID e2 Travel preferred). Ability to work under pressure with limited oversight. Experience providing exceptional administrative support in a government/corporate setting. Excellent oral and written communications skills. Possess excellent problem-solving skills.

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