



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:
N001

Company:
IMSolutions, LLC

Location:
Silver Spring, MD

Status:
Employee, Exempt

Administrative Assistant Contact Information

Position Description:

IMSolutions, LLC is seeking an Administrative Assistant to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide administrative-type support to technical and management-level personnel or field or technical work under supervision. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, mail services, records, data input and other office administration functions. Utilizes experience in using commercial automated word processing and spreadsheet software (e.g., PowerPoint, Word, or Excel).

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:

Qualified candidates must possess at two (2) or more years' experience; associates degree preferred. Qualified candidates should have experience assisting Program Manager and Task Leader with producing financial, administrative, and management reports for resource planning, meetings, and briefings.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Good written and oral communication skills;

SECRET-level security clearance required and verifiable

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Reference ID:

N002

Company:

IMSolutions, LLC

Location:

Silver Spring, MD

Status:

Employee, Exempt

Business Specialist

Position Description:

IMSolutions, LLC is seeking a Business Specialist to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide financial management support for the acquisition and grants office. The candidate will provide technical interpretation of financial management policy and accounting and reporting regulations. The candidate will assist in development of system requirements and modifications. He/She will perform technical analyses and recommends resolution to problems. The candidate will evaluate financial management processes and develops recommendations for improving Systems/procedure.

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Experience / Educational Background:

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required; PMP and/or equivalent certifications and advance degree preferred. Qualified candidates should be knowledgeable in Federal accounting, budgeting, reporting, and financial management principles, practices, and requirements. The candidate should also demonstrate expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, project management, performance measurement, business process improvement/redesign, business systems requirements analysis, management analysis and design, learning program development and delivery, and facilitation services design and delivery.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Demonstrates exceptional technical writing and presentation skills;

SECRET-level security clearance required and verifiable

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Reference ID:
N003

Company:
IMSolutions, LLC

Location:
Silver Spring, MD

Status:
Employee, Exempt

Contract Specialist/Administrator Contact Information

Position Description:

IMSolutions, LLC is seeking a Contract Specialist/Administrator to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will perform various contract responsibilities, which may include most all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial, and GSA Federal Supply Schedule contracting. Individuals will possess working knowledge

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of the FAR and agency supplements.

Experience / Educational Background:

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required; DAWIA and/or equivalent certifications and advance degree preferred. Qualified candidates should have experience with Federal standard acquisition procedures and methodologies that demonstrate that they have training or experience in planning, organizing and leading acquisition tasks and projects, and ensuring the quality of client deliverables. Experience with CAward, CBuy, CPARS, and Federal Procurement Data System (FPDS-NG) a plus.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Good written and oral communication skills;

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Reference ID:
N004

Company:
IMSolutions, LLC

Location:
Silver Spring, MD

Status:
Employee, Exempt

Cost Analyst Contact Information

Position Description:

IMSolutions, LLC is seeking a Cost Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will perform Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. Support the Cost Estimating and Analysis Team in the development and analysis of improvements cost estimates. Prepare Independent Cost Estimates (ICEs) and defend estimates if required using applicable cost data and cost tools. Support completion of Cost Benefit Analysis (CBA) if required using applicable cost data and cost tools; preparation of briefings and other related cost analysis activities; supports with the completion of related administrative matters. The candidate will ensure that cross-functional, security, and

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other integration issues are addressed.

Experience / Educational Background:

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required; SCEA and/or equivalent certifications and advance degree preferred. Qualified candidates should be knowledgeable in Federal cost principals to include Cost model development, including Cost Estimating Relationship (CER) and Cost Factor development and application, and Work Breakdown Structures (WBS) development The candidate should also demonstrate expertise in developing Functional Economic Analysis (FEA). Demonstrated familiarity with the ACE-IT, SEER-SEM, and Cost Xpert cost estimating models preferred.

Skills Required:

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Demonstrates exceptional technical writing and presentation skills;

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Reference ID:

N005

Company:

IMSolutions, LLC

Location:

Silver Spring, MD

Status:

Employee, Exempt

Database Analyst

Position Description:

IMSolutions, LLC is seeking a Database Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will: provide highly technical expertise in the use of database management systems (DBMS). Evaluate and recommend available DBMS products to support validated user requirements. Define file organization, indexing methods, and security procedures for specific user applications. Review logical and/or physical designs of existing data base(s), and makes recommendations for tuning to assure maximum operating efficiency. Work with users and information systems development staff to determine data storage and access requirements. Provide guidance and expertise in the use of database languages. Perform data analysis, database

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design, development activities, and implementation, as required for databases and database conversions. Perform database restructuring activities.

Experience / Educational Background:

Qualified candidates must possess at least (2) years or more experience, of which at least four years must be specialized. Bachelor of Science in a recognized engineering, scientific, technical or business management discipline field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required.

Skills Required:

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;

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Reference ID:

N006

Company:

IMSolutions, LLC

Location:

Silver Spring, MD

Status:

Employee, Exempt

Financial Specialist

Position Description:

IMSolutions, LLC is seeking a Financial Specialist to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will provide financial management support for the acquisition and grants office. The candidate will provide technical interpretation of financial management policy and accounting and reporting regulations. The candidate will assist in development of system requirements and modifications. He/She will perform technical analyses and recommends resolution to problems. The candidate will evaluate financial management processes and develops recommendations for improving Systems/procedure.

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Experience / Educational Background:

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required. Qualified candidates should be knowledgeable in Federal accounting, budgeting, reporting, and financial management principles, practices, and requirements. The candidate should also demonstrate expertise in one or more of the following disciplines: Agency specific unique tools, policies, procedures, and documentation (e.g., PPBS, CPR, CSSR, CFSR, C/SCSC, PMD, POMP, SAR, DAES, DoDD 5000.1/5000.2, DoDM 5000). Qualified candidates should also be familiar with OMB standards and mandated processes and policies.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Demonstrates exceptional technical writing and presentation skills;

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Reference ID:

N010

Company:

IMSolutions, LLC

Location:

Silver Spring, MD

Status:

Employee, Exempt

Program Analyst

Position Description:

IMSolutions, LLC is seeking a Program Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will evaluate and provide management with advice and recommendations on the effectiveness and efficiency of government programs. This involves applying advanced or specialized knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution.

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Experience / Educational Background:

Qualified candidates must possess at least a Bachelor's Degree in management, business administration, economics, or related field; an advanced degree or related certification is preferred. Qualified candidates should also be familiar with Federal and OMB standards and mandated processes and policies.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
- Demonstrates exceptional technical writing and presentation skills;

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Reference ID:

N012

Company:

IMSolutions, LLC

Location:

Silver Spring, MD

Status:

Employee, Exempt

Systems Analyst Contact Information

Position Description:

IMSolutions, LLC is seeking a Systems Analyst to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will: Perform at progressively higher levels of complexity and responsibility to develop plans for automated information systems from project inception to conclusion; Develop and modify complex systems and develops subsystems to enhance the overall operational system; Assist in analytically and systematically problems of workflow, organization, and planning; Exercise analytical techniques when gathering information field from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems; Define the problem, and develops system requirements and program

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specifications, field from which programmers prepare detailed flow charts, programs, and tests; Develop development, best practice modeling, and organizational development through information systems. Review task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs based on user functional requirements, resolves processing problems, coordinates work with systems analysts and programmers, and orients users to new systems; Develop, in conjunction with functional users, system alternative solutions.

Experience / Educational Background:

Qualified candidates must possess at least (2) years or more experience, of which at least four years must be specialized. Bachelor of Science in a recognized engineering, scientific, technical or business management discipline field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required.

Skills Required:

- Demonstrates skills in Excel and, MS PowerPoint, and MS Word required, Access preferred
- Internet research, strong writing and oral communication skills; self-motivator;
- Demonstrates business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrates experience and understanding of organizational management and business processes;
- Demonstrates strong collaborative and interactive group skills;
- Demonstrates exceptional technical writing and presentation skills;

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Reference ID:

N017

Company:

IMSolutions, LLC

Location:

Silver Spring, MD

Status:

Employee, Exempt

Technical Writer

Contact Information

Position Description:

IMSolutions, LLC is seeking a Technical Writer to support a Federal Government Client with the execution of its current workload and to enhance its own internal capabilities. Candidate will work closely with Subject Matter Experts, Data Analysts, Research Analysts, to compose and finalize technical dissertations and scientific support documents developed in concert with the requirements of client directed business reengineering task or scientific survey.

Experience / Educational Background:

Qualified candidates must possess at least a bachelor's degree from an accredited college or university in a

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recognized field from an accredited college or university is required or equivalent experience commensurate with the level of expertise required. Qualified candidates should be experienced in writing a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Experience with coordinating the display of graphics and the production of the document is preferred. Familiar with a variety of the field's concepts, practices, and procedures. Qualified candidates should be experienced relying on extensive experience and judgment to plan and accomplish goals, perform a variety of tasks, and lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Skills Required:

- Demonstrated skills in Excel and, MS PowerPoint, and MS Word required, Access preferred;
- Internet research, strong writing and oral communication skills; self motivator;
- Demonstrated business acumen and ability to interact with senior executive level clients and high visibility issues;
- Demonstrated experience and understanding of organizational management and business processes;
- Demonstrated history of managing project teams, leading business development initiatives, and attracting and retaining professional staff;
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