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## **Office Management/Staff Officer Support**

**Position ID: 2017 – M – 409**

**Position Location: Washington Metro Area**

**Duration of Position: Full-Time**

**Security Clearance: TS/SCI Clearance REQUIRED**

(Active SCI within 2 years; SSBI current within 5 years)

**Need Date: Immediate**

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**Intelligence Consulting Enterprise Solutions, INC.** is looking for an **Office Management/Staff Officer Support**.

### **Description:**

Independently perform a wide range of functions and tasks, which require vision, leadership, and proficiency in developing, explaining and supporting policy implementation. The skill of problem identification, analysis, and resolution is central to the effective conduct of their activities as is the ability to work from an Agency perspective. Provides general or specialized administrative support to NGA offices and programs. They develop pertinent information and provide to the Government POC for communication to varied audiences (e.g. NGA, DoD, IC, Federal Government, Congress, the media, the public, the international community, and private industry) by extracting and organizing information for briefings, read-ahead and other materials and/or recording and publishing Meeting Minutes with particular attention to detail and quality. May provide other administrative duties listed (scheduling and coordinating meetings, calendars, and events; gathering, inputting, and retrieving electronic data; maintaining files and folders; researching and analyzing information and data to prepare reports, presentations, and papers; prepares routine correspondence in accordance with NGA standards; prepares and distributes briefing and read-ahead materials; maintaining office supplies, initiating equipment trouble tickets or replacement, and coordinating office moves), but would be less than 40% of their time. experience in taking instructions, meeting deadlines, and completing assignments or actions in accordance with established administrative processes and procedures.

### **Required Qualifications:**

- Associate's Degree or equivalent experience within related field
- 3 - 6 years of experience.
- General office administrative process, procedure, and PC software knowledge.
- Comprehensive understanding of Microsoft Office Applications.
- Demonstrated working knowledge of the NGA organization, leadership, programs, systems
- Strong customer service teaming skills; ability to collaborate in cross-functional team
- TS/SCI Clearance (with current SSBI favorably adjudicated within the last 5 years)

### **Desired Qualifications:**

- Bachelor's Degree or equivalent experience within related field
- Basic understanding of Intelligence Community (IC) and Department of Defense desired.
- Good oral and written communication skills, with both technical and non-technical personnel.
- Experience in financial support, tracking and management.
- Experience in working with advanced research and development activities and organizations.

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