



Decision Technologies, Inc.

Work for a dynamic company that specializes in technical support services and engineering consultancy. Decision Technologies, Inc. has extensive experience in RF Systems and Missile Sensors development, production transition, quality and reliability assessment, test and evaluation, and logistics support. We match our capabilities to the needs of our customers. Join an experienced team that provides exceptional support and leadership in all of our core competencies.

Position:	Administrative/Financial Assistant
Salary Range:	Commensurate with Experience
Location:	Virginia Beach, VA
Position Status:	Full Time
Clearance:	SECRET
Education Level:	High School Diploma plus four years work experience
Relevant Work Experience:	4 years minimum, 5-10 years preferred
Other Requirements:	US Citizens only

Experience Requirements:

- Practical experience providing administrative support and financial management in a team environment
- Experience developing and maintaining team schedules and providing resource management
- Experience managing funding, reporting on financial status and projecting resource requirements
- Experience planning, scheduling and hosting program review and technical interchange meetings
- Experience documenting team activities and accomplishments
- Interpersonal and communication (oral and written) skills
- Personal computer skills (competent with MS Office applications).

Position Description:

- The candidate will provide administrative and financial management support for an Integrated Product Teams (IPT) whose purpose is to provide technical products and services for Navy radar systems. Duties include:
 1. Prepare and coordinate program reviews including production of meeting agendas, metrics management, presentation slides, and technical documentation and meeting minutes.
 2. Participate in training development activities and facilitate generation of training review reports
 3. Attend planning meetings and reviews. Assist in preparation of presentation material. Document meeting minutes and report on results of meetings such as:

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- Quarterly Program Reviews (QPRs), Preliminary Design Review (PDR), and Critical Design Review (CDR). Support planning sessions and operational support meetings of Navy systems.
4. Maintain IPT schedules and review upcoming events during team meetings
 5. Document team activities and accomplishments on a weekly and monthly basis
 6. Maintain financial reports on expenditure of labor, travel and material funding and current available balances
 7. Project resource requirements for upcoming fiscal year funding and generate funding request documentation
 8. Generate technical documentation, presentations and spreadsheets as required to support IPT activities

We Offer:

- Competitive salaries and benefits package
- Medical and dental insurance
- 401K
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Vacation time
- Advancement Opportunities