



Join an award winning, fast growing, dynamic company that supports Federal Government customers in the Defense and Intelligence Communities. Decision Technologies provides intelligence analysis, strategic planning, policy support, acquisition management, engineering, and logistics support services. We match our capabilities to the needs of our customers to deliver high-quality professional services, develop advanced technologies, and deploy cutting edge sensor and information systems.

Position Description

Position:	Junior Program Analyst - EMI
Salary Range:	Commensurate with experience
Location:	Washington, DC
Position Status:	Full Time
Clearance:	SECRET
Education Level:	Associates Degree
Relevant Work Experience:	1 years
Other Requirements:	US Citizens only

Decision Technologies, Inc. is looking for a Junior Program Analyst to provide Programmatic and Analytical Engineering Support Services (ESS) to NAVSEA 05H. The primary focus of this billet is to collect, evaluate, and disseminate information on behalf of the Program Manager.

Duties include but are not limited the following:

- Collect daily programmatic highlights and develops SES/Flag highlights for the OPNAV Sponsor. Maintains a list of all highlights and issued in a Quarterly Report.
- Interfacing with personnel, field activities, contractors and other NAVSEA, PEO and PARM managers.
- Participate in meetings, develop high level summaries, and track action items until completion.
- Issue a Bi-weekly report of program highlights. Collect information from various sources, and manipulates information into a concise report.
- Develop and maintains standard operating procedures, for use internally, for all products developed and issued to government customers.
- Participate in special projects as required.

Skills and experience required/desired:

- Associates Degree (desired)
- At least 1 year of experience providing support to Navy programs
- Highly motivated individual capable of working independently and/or in teams with the ability to multi-task, prioritize, and meet deadlines.
- Significant organizational skills with an ability to communicate effectively orally and in writing.
- Experience planning and supporting meetings.
- Proficiency in Microsoft Excel, Power Point, Word, and Outlook
- Experience with Contract Financials preferred
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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