



Join an award winning, fast growing, dynamic company in providing the Federal Government, the Department of Defense and the Intelligence Community with acquisition support and the deployment of advanced technology and cutting edge complex systems; as well as intelligence, security & oversight support. Decision Technologies, Inc. has extensive experience in RF systems & missile sensors development, production transition, quality and reliability assessment, test & evaluation. We also have extensive expertise and involvement in intelligence analysis, strategic planning, and policy support. We match our capabilities to the needs of our customers to develop advanced technologies, deploy cutting edge sensor and combat systems, and deliver high-quality professional services. Join an experienced team providing exceptional support and leadership for our National interests.

Position:	Journeyman Management Analyst
Salary Range:	Commensurate with Experience
Location:	Port Hueneme, CA
Position Status:	Full Time
Clearance:	Active DoD Secret
Education Level:	Bachelor's Degree or 4-5 or more years of experience
Relevant Work Experience:	4-5 years of experience in DoD administrative support
Other Requirements:	US Citizens Only

Position Description:

The Journeyman Management Analyst shall assist with performing a wide variety of complex and confidential administrative duties.

Primary Responsibilities:

- Manage executive office in accordance with agency policy, coordinating actions with other executive staff, and maintaining accountability for documentation
- Under limited supervision, collect, analyze, and research data for assigned projects
- Prepare briefing material, charts, graphs, and other presentation materials independently
- Make administrative decisions independently, providing completed projects and assignments
- Independently handle correspondence not requiring personal attention of the Government Manager
- Assist in development and preparation of administrative and staff reports
- Ensure quality assurance and completeness of reports
- Use graphics and/or desktop publishing software for preparation of presentations
- Review and summarize reports and documents for Government manager directing attention to actions needed or concerns
- Provide high level customer assistance, including answering questions and directing phone calls, independently, both internally and externally to NSWC PHD.

Experience Requirements:

- Bachelor's Degree or 4-5 or more years of experience in specific DoD Administrative Support
- MS Suite – Specifically Power Point, Word, Access, and Excel
- Excellent interpersonal / communication skills and management skills
- DOD Secret Clearance

Desired extras:

- Experience/familiarity with Naval surface weapons systems
- SharePoint knowledge/experience
- General NAVSEA and NSWC experience

We Offer:

- Competitive Salaries and Benefits Package
- Medical, Dental and Vision Insurance
- 401(K)
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Vacation Time
- Advancement Opportunities
- Commuting Reimbursement