COMPANY PROFILE

NikSoft Systems Corporation is a recognized Information Technology solutions provider. Founded in 1998 and based in Reston, Virginia, NikSoft is a CMMI Level 3 Certified company with an established reputation for excellence and on-time delivery with a consistently high customer satisfaction rating from its Federal Government and private consulting contracts.

JOB DESCRIPTION

We are seeking Administrative Analyst candidates to support a contract for a Federal Banking Regulatory Agency located in Arlington, VA. **US Citizenship is required for this position.**

JOB DUTIES

- Provide overall administrative support to the management team at a client site.
- Reports directly to the Site Lead or Program Manager, and performs a variety of administrative and support duties
- Track open positions on the contract, schedule interviews, collect and submit feedback to recruiters and provide status reporting to Program Manager and team leads.
- Ensure all required client specified paperwork is completed by prospective/new team members and submitted to client. Track and report status of all 'in-process' paperwork.
- Coordinate facility and IT needs with client as needed to ensure timely on-boarding of new personnel.
- Collect, aggregate and format status report information in preparation for Program Manager review in accordance with client specified frequency and format as applicable.
- Support production needs of materials for formal client status meetings.
- Conduct analysis and prepare reports as directed by Program Manager to support the contract and client needs.
- Prepare correspondence, preparing and organizing information summaries and briefings based on program knowledge, literature and database searches as needed to support Program Manager.
- Coordinate large scale meetings including room scheduling and setup, tracking and following up of attendees, drafting agendas, etc. as needed to support the Program Manager.
- Responsible for file management of key Program level documents needed by the client, both electronic and paper.

REQUIRED SKILLS AND EXPERIENCE

- **Bachelor's Degree in Business Administration or related field strongly preferred with 3+ years relevant experience or 5+ years experience as an Administrative Analyst.**
- **Must have or be able to obtain a public trust/clearance.**
- Must be familiar with electronic media to distribute charts and documents to customers.
- Must have proficiency in the most current Microsoft Office Suite (Word, Excel, Power Point) software versions.
- Must have strong communication skills, both oral and written.
- Must have experience dealing with senior level internal and/or client personnel.

BENEFITS

- NikSoft's competitive benefits program includes comprehensive medical and dental care, 401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.
- NikSoft is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. For more information about our other openings, please visit www.niksoft.com.

HOW TO APPLY

- If you are interested in applying for this position, please send your *tailored* resume to jobs@niksoft.com