

**Job Title:** Management Specialist II

## **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 full-time Management Specialist II candidates to support a contract for a Federal Banking Regulatory Agency located in Arlington, VA. **US Citizenship is required for this position.**

## **RESPONSIBILITIES**

- Serve as a technical consultant for government information technology (IT) procurement, contract solicitation and sourcing management
- Conduct and participate in formal and informal sourcing management and process improvement activities at pre-determined points throughout the project life cycle
- Identify best practices and effect re-engineering, change management, business management techniques, continuous process improvement, root cause analysis, IT-planning, develop/recommend IT performance-based metrics, and organizational development activity
- Ensure all work products are complete, accurate, and conform to standards
- Create and assess performance measures

## **KNOWLEDGE AND SKILLS**

- Ability to assess and apply multiple organizational and management improvement techniques in a government environment
- In-depth knowledge of the IT industry, business processes and procedures, financial reporting and sourcing/contract management
- Specialized experience in a wide variety of sourcing management technologies
- Extensive experience in project management

**EXPERIENCE:** 4+ years

**EDUCATION:** Bachelor's Degree

**DESIRED CERTIFICATIONS:** Lean Six Sigma Green Belt or Black Belt, Project Management Professional (PMP), Certified Business Analyst Professional (CBAP)

**OTHER REQUIREMENTS:**

- U.S. Citizenship Required
- Must be able to obtain a Public Trust security clearance
- Position requires background investigation and credit check

**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](http://www.niksoft.com).

**HOW TO APPLY**

- If you are interested in applying for this position, please send your **tailored** resume to [jobs@niksoft.com](mailto:jobs@niksoft.com)