

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for an **Acquisition Analyst**.

Duty Location:

Washington Navy Yard

**Minimal travel may be required.*

The Acquisition Analyst will:

- SUPPORT MANAGEMENT OF DOCUMENTS AND DATA PRODUCTS
- Work with appropriate SMEs for comment and feedback adjudication on Government documents
- Track Requests for Information (RFIs)
- Conduct research
- Coordinate Government responses
- Prepare actions and minutes from review boards
- Prepare reports, documents, summaries, etc. as requested by the Government

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Minimum SECRET clearance
- Strong coordination, organization, teaming, and collaboration abilities
- Demonstrate excellent technical writing/ oral communication skills
- Proficient in managing SharePoint 2013 content (libraries, custom metadata)
- Proficiency in Microsoft Office Suite (emphasis on MS Word, Excel)
- Proficiency in utilizing metadata to organize, filter, and develop reports from large datasets
- Familiar with concepts of data integration and normalization
- Work on a team as a member while keeping the overall project goal on schedule
- Effective communications with Developers, Analysts, Managers, and executive level customers
- Works well individually or in a group setting
- Ability to work under pressure and time constraints
- Experience in large, geographically disparate IT environments (100,000+ users)
- Familiarity with Department of Navy (DON) command organization and IT infrastructure
- Bachelor's degree or equivalent related experience

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- 5+ years of experience in Information Technology (IT) and Government contracts
- ITIL Foundation preferred
- DAU Acquisition 101

PREFERRED SKILLS:

- Extremely proficient in Microsoft Office Suite, particularly Word and Excel, SharePoint, excellent technical writing/oral communication skills

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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