

JOB TITLE: Information Management Specialist**Job ID:****Job Location:** Contractor location**Job Category:** Engineering

Athena Technology Group, Inc. is a Service-Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state-of-the-art command and control and information systems that deliver critical network centric solution to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team. Please contact Richard Volz (703 489-8263) at info@athenatechgrp.com

Roles and Responsibilities: ATG is currently seeking an Information Management Specialist to fill one full-time role in its Washington, DC metro area office. This position will support the Department of Veterans Affairs (VA), Veterans Experience Office (EVO), Multi-Channel Technologies' (MCT) Customer Information Services (CIS) Division. The Information Management Specialist performs tasks which support program, project and organizational work through the design and control of systems that input, delete, retrieve, manipulate, and correct information in databases or automated/electronic records. Tasks may include:

- Designing and producing reports via a wide variety of information management research tools, systems, and processes

Soft Skill Requirements:

- Strong verbal and written communication skills
- Organized with strong attention to detail and quality
- Self-motivated with an ability to think on ones feet
- Eager to learn and self-sufficient

Qualification and Education Requirements:

- Bachelor's (BA/BS) Degree.
- Minimum 4 years of experience supporting information management
- Proficient in Microsoft Tools Suite (Word, PowerPoint, Excel)
- Delivered projects in the VA giving them understanding and experience with full spectrum of Veteran data and VA OI&T processes
- Exposure to CIS products desired- including Enterprise Veteran Self Services (EVSS), the VA Master Person Index (VA-MPI), VA/DOD Information Repository (VADIR), the Veteran Identification Card (VIC), and Vet360.
- Ability to obtain a NACI clearance