

JOB TITLE: Information and Records Planning 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 and Records Planning 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 and Records Planning Specialist performs tasks that will determine records creation, maintenance, and security in accordance with local policies and standards. Tasks may include the distribution of records to various entities, collection of statistical data, review coordination, preparation of reports.

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:

- Associate's (AAS) Degree.
- Minimum 2 years of experience information and records planning
- 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
- Ability to obtain a NACI clearance