



## **Management Analyst I Stafford, VA**

LTC Solutions, LLC is currently seeking a Management Analyst to join our Small Business Innovation Research (SBIR) and Rapid Innovation Fund (RIF) support team. This position will provide support to Marine Corps Systems Command customers in a variety of ways to include the following:

- Communicate with customers to gather and convey information.
- Represent customers and/or accompany customers at meetings and industry events.
- Gather and analyze technical, contractual and financial information and data from a wide variety of sources.
- Organize information into complex spreadsheets.
- Plan layout of reports and statistical tables, and prepare materials in final form.
- Organize personnel and resources around cyclical processes with specific milestones, deadlines and deliverables.
- Assist with the implementation and development of plans, policies, processes and schedules.

The successful candidate will have the following:

- Self-starter qualities with the ability to learn quickly
- Ability to work both independently and in a team
- Strong attention to detail with demonstrated organizational skills
- Strong customer service skills with a high level of professionalism
- Ability to adapt easily to changing requirements
- Disposition to thrive in a fast-paced environment
- Strong written and oral communication skills
- Advanced Microsoft Office skills

Requires a Bachelor's degree or equivalent and two to four years of work experience that demonstrates the required skills. Experience working as a DoD contractor is a plus. Must be a US Citizen with the ability to obtain a SECRET clearance.

Some travel may be required.

LTC Solutions, LLC is a small company with huge commitment to providing quality services to our government customers. If you would like to be considered to become part of our dynamic team, please send your resume and salary requirements to [Melissa.anderson@ltcsol.com](mailto:Melissa.anderson@ltcsol.com).