Opportunity: Junior Administrative Professional

Corporate Overview

SD Solutions, LLC is a fast-growing professional services company, providing Cyber Security, Strategy & Governance, IT Modernization, Management Consulting, and Professional Services solutions to large and small clients in the federal government sector. Our broad spectrum of services also includes digital & legacy transition, decommissioning, communications, event planning & logistics, and operations. It is our mission to deliver enduring results to our clients using strong business acumen, technical solutions, and management services. Our core values include quality, timeliness, integrity, trusted relationships, and corporate citizenship.

Opportunity Overview

SD Solutions is interviewing for a Junior Administrative Professional to support the Department of Homeland Security's Cybersecurity & Infrastructure Security Agency (CISA). The ideal candidate for this position will have high-level administrative experience and be able to perform the following types of tasks:

- Provide high-level administrative support
- Prepare statistical report
- Handle information requests
- Perform clerical functions
- Prepare correspondence
- Receive visitors
- Arrange conference calls
- Schedule meetings
- Support executive and leadership staff with travel arrangements
- Maintain task and activity trackers and databases
- Maintain and coordinate standard operating procedures documents
- Perform functional duties with guidance
- Update and maintain organization's SharePoint site and offer recommendations for improvement

Requirements Overview

- Clearance: Must hold active final TOP SECRET clearance
- Must have ability to obtain favorable DHS Fitness Determination
- Degree: BA/BS degree in public policy, business administration, or another relevant field
- Experience: 3+ years of relevant experience
- Location: On-site in Washington D.C., U.S.A
- Travel should not be required
- Must be U.S. Citizen

Superstar Qualifications

- Previous experience with DHS CISA
- Firm command of SharePoint features and functionality

SD Solutions Culture

We are a fast-growing company who puts people first. Our focus is on building the right team to provide exceptional services to our customers and to grow with our organization. We offer very competitive compensation and a very attractive benefits package. We believe in corporate citizenship and provide several levels of support to students, schools, teachers, and other organizations in our local community. If you are looking for a new opportunity to make a difference and build your career in a positive way, please join us. We're waiting for you.

Equal Opportunity Employer

SD Solutions, LLC is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, SD Solutions makes reasonable accommodations for qualified individuals with disabilities to the extent required by law.