***OUR GOVERNMENT CLIENT REQUIRES ALL CANDIDATES/EMPLOYEES FOR THIS POSITION BE US CITIZENS FOR SECURITY CLEARANCE PURPOSES. THEREFORE; ONLY US CITIZENS WILL BE CONSIDERED.***

**Description:**

Nelson Intelligence Solutions, LLC. is seeking a qualified administrative professional with experience in utilizing Marine Corps Administrative Tracking System (MCATS). The successful candidate shall be the customer interface to collect, analyze, and develop necessary information the Marine Corps Intelligence Schools (MCIS), Marine Detachment (MARDET).

**Scope:**

The selected candidate shall provide development, editing and writing support of organizational doctrine, briefs, and technical reports and documents for the Marine Corps Intelligence School (MCIS), Marine Detachment (MARDET). Duties include task plans, unit orders, policies, manuals, and other descriptive documents and reports. Direct customer interface will be required to collect, analyze, and develop necessary information. The contractor will develop processes and procedures for document development standards and format including quality and style, and ensure proofreading of all developed documents and develop and present documentation to all levels of command as required.

**Desired Skills:**

* Expertise in Marine Corps Administrative Tracking System (MCATS).
* Administrative, managerial, and technical skills.
* Strong research and analytical skills.
* Ability to communicate clearly and concisely, both verbally and in writing.
* Willingness to enthusiastically complete both high-level and low-level tasks.
* Preparation and use of military publications and correspondence.

Responsibilities:

* Interface and coordinate with command personnel in the writing, editing, and publication of various documents such as specifications, reports, plans, training material and presentations. Types include situation reports (SITREP), Monthly Training and Readiness Reports, and Read Boards.
* Track and monitor flow of all documents from inception to distribution of final copies utilizing MCATS.
* Provide quality assurance check for all document deliverables.
* Establish and maintain electronic and/or hardcopy data library of documents and files on web-based tracking portals.
* Participate in meetings to assist in reporting reviews, training reporting coordination, and other meetings as directed.

Basic Qualifications:

* Bachelor’s Degree with 6 or more months of experience. 4 years of directly related experience can offset the degree requirements.
* Candidate must have an active DoD Secret security clearance.
* Solid knowledge of Microsoft SharePoint is also required.
* Candidates must be proficient in Adobe Acrobat DC, Microsoft Word, PowerPoint, and Excel.
* Familiarity with the Department of the Marine Corps as well as the DoD publication system is required.

Preferred Qualifications:

* Possess excellent written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required.
* Strong organizational and communication skills and the ability to work fast paced changes in requirements and schedule.
* Demonstrated experience of proper English usage, spelling, grammar, punctuation and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and formatted correctly.