If interested in joining our team send resume to SIHiringmanager@stratsight.com

Systems Analyst (Junior)
Corporate Data and Infrastructure Management

Strategic Insight, Ltd. is seeking a Systems Analyst for corporate data and infrastructure management support to the client. Job location is at Strategic Insight in Washington, DC.

Strategic Insight, Ltd., established 1985, is committed to sustaining excellence and quality growth across our workforce as we strive to improve our clients' services and products. Strategic Insight staff members enjoy opportunities for growth and are provided with robust benefits from healthcare and 401K to merit bonuses. This position will give you the opportunity to make a positive impact within a collaborative team environment.

This position requires 40 hours a week within the Planning Center at 300M Street SW in routine 8-hour days within a 0800-1800 operating environment. **Responsibilities** include but are not limited to:

- Drafting PowerPoint presentations, Word documents, and correspondence.
- Presenting data in a manner that fosters efficient and effective understanding of it.

Success for working in this position requires:

- Proficiency with MS Office (Outlook, Word, Excel, and PowerPoint).
- Ability to think creatively on new concepts and various methods to share concepts.
- High degree of attention to detail and accuracy in completing assignments, including good sense of design, proof reading, grammar, and analytical skills.
- Ability to effectively communicate and work with others at all levels.
- Ability to obtain and maintain a Secret security clearance.
- Ability to work with sensitive and confidential information.
- Self-starter, goal oriented individual who provides timely feedback on progress made on assignments.
- Excellent organizational skills; ability to prioritize and coordinate multiple tasks, handle complex assignments, and work in a fast paced environment.
- Excellent oral and written communication skills.

Education and Experience

- Associates.
- Information design and DoD experience desired.