

## **Business Analyst**

The successful candidate must have a BA or BS in Business Administration, Management, communications, or Organizational Development. Must have a minimum of three years of analytical experience. Must have exceptional customer service and can interface with all levels of stakeholders. Desired qualifications include:

- Extensive understanding of the Microsoft Office Suite, to include Access and MS Project.
- Knowledge of process improvement and change management principles/methodologies.
- Understanding of process mapping, i.e. "To Be and As Is" Workflows
- Expertise in Word, Excel, PowerPoint, Outlook, and Publisher.
- Experience with Visio, and Sharepoint
- Experience using and creating styles in Word and use of Excel for data analytics
- Highly organized and detail oriented.
- Efficient multi-tasker.
- Excellent communication skills (written and verbal)
- Experience with newsletter production, proof reading, and peer reviewing
- Experience working in the Office of the Secretary of Defense as a contractor is a plus.

The work location for this position is the Pentagon. Although a security clearance is not required, the successful candidate must be able to pass a background check. If interested, please send a cover letter and resume to [hr@netengtech.com](mailto:hr@netengtech.com).