

**POSITION: DATA MANAGEMENT ANALYST**

(PLEASE SEND RESUMES TO JOBS@MSCORP.NET)

**Location:** Washington, DC

**Job Status:** Full-time

**Job Summary:**

The Data Management Analyst will:

- Provide support for daily contract management/administration to include management of deliverables tracking through the Program Office Integrated Data Environment (IDE).
- Contribute to the Preparation of Performance Work Statements (PWS) or Statement of Work (SOW) with concurrent Contract Data Requirements List (CDRL).
- Support in monitoring contractor compliance in accordance with the terms and conditions of the contract.
- Review contractor deliverables for accuracy.
- Draft CDRL Approval/Rejection letters in accordance with the Navy Correspondence Manual.
- Participate in meetings, keeping minutes and maintaining action items as directed.
- Provides direct support to the PMS 501 Data Manager by proofing all CDRL response letters before final signature
- Prepares conformed copies of DD 1423's after PCB approval of administrative CDRL changes
- Processes CDRL extensions on behalf of the PMS 501 Data Manager
- Audits shipper notifications and makes corrections as needed
- Provides ad hoc metrics to the PMS 501 Data Manager pertaining to the timeliness and quality of CDRL submittals

**Qualifications and Skills**

Basic Qualifications:

- US Citizenship
- Bachelor's Degree in Business or a related discipline.
- Proficient with Microsoft Office products.
- Attention to detail and ability to communicate effectively.
- Ability to obtain and maintain an Active DoD Secret Clearance.
- Experience with database management (Oracle environment preferred).
- Writing and Proofreading skills.

Preferred Qualifications:

- Working knowledge with Data Item Descriptions (DIDs), Contract Data Requirements List (CDRL), Performance Work Statement (PWS) and Statements of Work (SOW).
- Working knowledge of Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).
- Working knowledge of the ACCESS database.
- Experience with Navy Data Management Procedures.
- Keys to success in the DM position are: attention to detail, ability to multi-task, track projects, and letter writing/editing skills.

**Travel:** Some travel may be required within the U.S.

**Benefits:**

MSCorp benefits package includes

- Health: Medical, Dental, and Vision insurance
- Leave: Paid time off, holidays, bereavement
- Financial: 401k
- Other: Membership discounts to various shopping establishments

Relocation assistance is not available