**Project Administrative Support Specialist**

Leonie is currently seeking qualified **Project Administrative Support Specialist** to join our world-class team of exceptionally skilled, ethical and committed professionals providing Information Operations, Intelligence and Analytical Services. Since 2004, Leonie has made the customer the top priority while maintaining a culture of industry thought leadership that has translated into unmatched mission accomplishments.

**\*Position Contingent on Contract Award\***

**Job Description:**

The Project Administrative Support Specialist performs technical writing and editing; organizes and formats material in compliance with appropriate standards or data item descriptions; prepares needed graphics and coordinates closely with technical, management, and security personnel.

**Requirements:**

* 3+ years of desktop publishing, editing of graphic intensive manuals, courseware, tutorials, pamphlets, user community administrative support, or related experience or equivalent qualifications based on education, training and work experience
* Bachelor's Degree or Technical Certification in English, Journalism, Technical Writing, related discipline or in a relevant field
* Experience with MS Office Suite, MS Project, Desktop Publishing,
* Experience with Adobe Photoshop and/or Illustrator for editing graphics
* Air Force 04 or above with modeling and simulation experience (preferred)
* Experience with large combat modeling systems (highly desired)

**Clearance Requirement:**

* TS/SCI and/or TS/SAR

**Reports To:**

* PM

**Location:**

* NCR

Leonie offers you the opportunity to join an innovative, well respected organization and collaborate with industry experts and exceptional individuals. We provide a competitive compensation and a generous benefits package.

To be considered for this exciting opportunity, please apply online via our website at <http://www.leoniegroup.com/careers> . Please provide a cover letter outlining your experience and salary expectations as you create your Leonie profile.

Leonie is an Equal Opportunity Employer. M/F/D/V