

Project Lead/Analyst

Communication Technologies, Inc. (COMTek), located in Chantilly VA, is searching for a part-time Project Lead/Analyst who under the supervision of the Director, Operations will provide general application support as required by Notebook users, by fixing any application bugs, working with the Excise Tax Examiners staff to identify areas in which improvements can be made to user flow and operational efficiency, implement any identified improvements to user flow and operational efficiency, implementing minor enhancements to the application code and answering technical questions associated with the application.

Minimum requirements/skills:

- MS Access, MS Word and Visual Basic for Access (VBA) and MS Excel along with Excel macros preferable the 2003 version.
- From a programming perspective the candidate must have the ability to write MS Access programs and include integration with MS Word and MS Excel.
- Identify and document requirements
- Create design documentation based on requirements
- Ability to direct a small team of programmers and interact with the customer
- Ability to influence the quality and timeliness of products or services
- Strong oral and written communication skills
- Strong ethics to work in self-directed manner in new or loosely-defined situations.

Previous IRS work environment experience preferred but not required. The candidate must be able to pass an IRS background investigation.

The work location will be in Martinsburg, WV, Northern Virginia or Hampton Roads Virginia.

Submit cover letter and resume to jobs@comtechnologies.com.

Communication Technologies, is an Equal Opportunity Employer (EOE) and Affirmative Action employer, and is proud to be a Drug Free Workplace.

Communication Technologies, uses E-Verify to validate all new hires ability to work legally in the U.S.