



Universal
Adaptive
Consulting
Services Inc.

Delivering Diversified Direction.

**Procurement Specialist / Office Manager
(1 position)
Location: Richmond, VA**

Universal Adaptive Consulting Services, Inc. is seeking a highly motivated, savvy and energetic professional for our Procurement Specialist/Office Manager position. The successful candidate must be an organized self-starter and a dedicated, computer savvy team player. In addition, this individual must possess a professional demeanor at the hub of a fast-paced, ever-changing business.

The candidate should have both a great attitude and have the ability to work in a rapidly changing industry. Moreover, this individual must be able to tolerate ambiguity and demonstrate problem-solving leadership with limited oversight. The candidate will report directly to the Director of Business Operations.

Primary job responsibilities will include:

1. Turning opportunities into Purchase Orders.
2. Developing relationships with client management and maintaining strong working and lasting business partnership relationships.
3. Obtaining customer product specifications and obtaining quotes from distributors and partnerships.
4. Completing order requests from receiving customer purchase orders to ensuring successful product delivery.
5. Resolving customer issues with quotes, orders, and product deliveries.
6. Influencing others by understanding their motivations.
7. Presenting information effectively and persuasively across communication settings.
8. Closing the sale by addressing customer concerns and consistently moving the customer towards commitment.
9. Completing distributor, partner, and customer applications and other requirements for business relationships and certifications.
10. Coordinate and direct administrative support functions for the office
11. Implement & maintain policies and procedures for production of documents, work flow, filing, ordering of supplies, records maintenance, and other clerical services
12. Acting as Receptionist (handling reception area and answering phones)
13. Coordinating travel arrangements and shipping and receiving of mail and packages
14. Proposal coordination (research, writing/editing, printing)
15. Accounts Receivable

16. Filing and general administrative tasks
17. Maintaining office supplies
18. Assisting the Business Operations Department with writing, formatting, and editing bids and quotes
19. Performs miscellaneous job-related duties as assigned.

Candidate resume shows the following minimum requirements in order to be considered:

Level of Education: Associates Degree or equivalent professional experience

Specific Experience:

1. 3-5 years with Microsoft Word
2. 3-5 years with Microsoft Excel
3. 3-5 years with Microsoft PowerPoint
4. 1-2 years with Microsoft Access
5. 3-5 years providing Customer Service
6. Technical abilities, PC and Internet literacy

Specific Working Knowledge or Skills:

1. Excellent written and oral communication and interpersonal skills.
2. Ability to foster a cooperative work environment.
3. Strong attention to detail.
4. Excellent organizational and time management skills.
5. Ability to handle multiple situations effectively while maintaining workflow and flexibility.
6. Knowledge and understanding of commercial operating principles, practices, and procedures within area of business specialty.
7. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
8. Ability to listen attentively and actively. Seeks to understand information from many points of view.
9. Has drive and motivation to sell. Must have an entrepreneurial spirit.
10. Ability to overcome obstacles and strives to improve skills and achieve goals.

UACS Equal Employment Opportunity Statement

Universal Adaptive Consulting Services, Inc. (UACS) is an equal opportunity / affirmative action company providing access to employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, UACS will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the company.



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**Audio Visual System Technician
(1 position)**

Location: Richmond, VA

Universal Adaptive Consulting services, Inc is seeking a highly motivated, savvy and energetic professional for the role of Audio Visual System Technician. The Audio Visual System Technician must be organized, dedicated, a self-starter, team player and Technology savvy. In addition this individual must possess a professional demeanor at the hub of a fast-paced, ever-changing business.

The candidate should have both a great attitude and have the ability to work in a rapidly changing industry. Moreover, this individual must be able to tolerate ambiguity, and demonstrate problem-solving leadership with limited oversight. The candidate will report directly to the Business Operations Manager.

Primary job responsibilities will include:

1. Gather and define business requirements
2. Perform technical architecture assessment and recommendations
3. Interpret business requirements and generate functional design documentation
4. Install basic AV and IT related infrastructure (cabling, connectors, rack assembly)
5. Install, operate, and service most AV equipment and systems
6. Read and comprehend AV system drawings, specifications and technical manuals
7. Configure AV equipment such as media control systems (AMX/Crestron/Extron), matrix mixers and switchers, codecs (Tandberg/Polycom) including dumping and troubleshooting code
8. Operate machinery, use power tools (hammer drills, reciprocating saws, etc.), lift heavy loads up to 50 lbs., work at heights using ladders and scaffolding
9. Interact with clients in a professional, customer service orientated manner
10. Design and create custom Control System programs
11. Create custom User Interfaces for Control Systems
12. Load and troubleshoot Control System programs on site
13. Update control system software
14. Provide online and phone support for control systems and programs
15. Create standard layouts for User Interfaces
16. Research new products and create new modules for them
17. Act as a consultant to customers when designing custom user interfaces
18. Solid knowledge of audio visual connectivity and signal flow and basic programming skills
19. Be available to work outside of regularly scheduled hours
20. travel required
21. Perform miscellaneous job-related duties as assigned

Candidate's resume should show the following minimum requirements in order to be considered:

Level of Education: Bachelor's Degree or equivalent professional experience

Industry certifications a plus: CTS, CEST, CTS-D, Crestron, AMX, Extron, C++, ClearOne, or Polycom

Specific Experience:

1. 3-5 years with Microsoft Visio
2. 1-2 years with Microsoft Word
3. 3-5 years providing Customer Service
4. 2-5 years with Microsoft Project Plans
5. 2-5 years Audio/Visual System troubleshooting

Specific Working Knowledge or Skills:

1. Ability to communicate effectively, both orally and in writing
2. Ability to foster a cooperative work environment
3. Strong attention to detail
4. Familiar with all types of computer video display formats and configurations
5. Excellent organizational skills
6. Ability to handle multiple situations effectively while maintaining workflow and being flexible
7. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
8. Excellent interpersonal skills
9. Highly organized; time management and attention to detail a must
10. General understanding of business processes

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**Network & Systems Engineer
(1 position)**

Location: Richmond, VA

Universal Adaptive Consulting services, Inc is seeking highly motivated, savvy and energetic professionals for the role of Network & Systems Engineer. The Network & Systems Engineer will carry out company-wide strategic and Information Technology initiatives.

The candidate should have both a great attitude and be a self-starter who can work in a rapidly changing industry. In addition the candidate should be able to tolerate ambiguity, and demonstrate problem solving skills with limited oversight.

Primary job responsibilities will include:

1. Working with key vendors
2. Assist with planning, documenting, and troubleshooting all software and hardware related problems
3. Perform network analyses and technical research to identify needs for the implementation of state-of-the-art technologies based upon current project demands
4. Respond to user inquiries pertaining to problems and or planning modes
5. Support multiple client and Support in-house system networks both onsite and remotely
6. Hardware and software installation
7. Manage computers, users, domains and maintaining tape backup and synchronization processes
8. Support LAN and WAN connectivity
9. Implementation, support, administration and management of Windows 2000/XP/2003 workstations and Windows servers
10. Configuration of server and client networks setup
11. Diagnose or facilitate the diagnosis of error messages and system commands
12. Assists in the design, testing and installation of systems software
13. Performs system testing on new software. Identifies problems and works with vendors/programmers on solutions
14. Experienced in network/hosting/computer infrastructure environments
15. Provides on-site training for new system rollouts
16. Provides documentation/project tracking and management reporting
17. Willingness to travel to other office locations as needed (less than 50%)
18. Other duties/abilities:
 - Provide detailed instruction either written or verbal to employees within department
 - Performs miscellaneous job-related duties as assigned

Candidate resumes must demonstrate the following minimum requirements in order to be forwarded for consideration:

LEVEL OF EDUCATION: Bachelor's Degree or equivalent professional experience

Industry certification a plus: MCSE, MCSA, CCNA, A+ or similar certifications preferred

SPECIFIC EXPERIENCE:

1. 5-8 years experience as a Windows NT/2000/2003/ Linux, local area network administrator which included enterprise level support and daily administrative tasks such as backup and restore operations, server maintenance, and resolving connectivity issues
2. 3-5 years experience in a wide area network environment which has provided exposure to troubleshooting integration equipment
3. 3-4 years Windows servers and client/server technologies, including Windows NT/2000/XP/2003, Exchange and Active Directory
4. 3-4 years of proven experience in managing, configuring and maintaining CISCO routers/switches
5. 3-4 years network and Layer III router experience
6. 2-3 years configuration and design experience with firewalls
7. 2-3 years configuration and design experience with Cisco, Nortel, Alteon, and Alcatel layer 3 switches
8. 2-3 years experience with intrusion detection products and in network security
9. Experienced in troubleshooting hardware and software problems on various platforms
10. Experience with Web Servers (Apache, IIS), Application Servers (Tomcat), and Database Servers (Oracle, Mysql, MSSQL)

SPECIFIC WORKING KNOWLEDGE OR SKILLS:

1. Ability to communicate effectively, both orally and in writing
2. Ability to foster a cooperative work environment
3. Knowledge and understanding of operating principles, practices, and procedures
4. Knowledge of customer service principles, techniques, systems, and standards
5. Knowledge with process and procedures involved with diagnosing and resolving client PC and infrastructure issues in a client/server environment is required
6. Knowledge of IPsec VPN, TCP/IP, DNS, WINS, DHCP, ICA, RDP, NAT, Syslog, OSI and other network technology
7. Knowledge of networking protocols OSPF, BGP, and TCP/IP
8. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
9. Skill in organizing resources and establishing priorities
10. A good understanding of IP routing technology
11. Aptitude for learning new network technologies to include switch and router configuration and troubleshooting techniques

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**Systems Analyst
(1 position)
Location: Richmond, VA**

Universal Adaptive Consulting services, Inc is seeking a highly motivated, savvy and energetic professional for the role of Systems Analyst. The Systems Analyst must be an organized self-starter and a dedicated and team player. In addition; this individual must possess a professional demeanor at the hub of a fast-paced, ever-changing business.

The candidate should have both a great attitude and have the ability to work in a rapidly changing industry. Moreover, this individual must be able to tolerate ambiguity, and demonstrate problem-solving leadership with limited oversight. The candidate will report directly to the Manager of Information Technology.

Primary job responsibilities will include:

1. Performs on site requirements definition and analysis in close collaboration with users.
2. Interviews users, stakeholders, and process experts to synthesize as-is and to-be business models.
3. Develops requirements specifications, models business processes, and designs technical solutions consistent with internal and external architecture guidance.
4. Analyzes Oracle, SQL and other system data sources to determine interface requirements.
5. Develops n-tier applications to meet functional and performance requirements.
6. Interfaces frequently with government business and technical resources. Works closely with on-site technical lead, as required, to present a consistent Company position across projects and customers.
7. Additional responsibilities as assigned

Candidate resume must show the following minimum requirements in order to be considered:

REQUIRED LEVEL OF EDUCATION: Bachelor's Degree or equivalent professional experience

SPECIFIC EXPERIENCE:

1. 2-5 years with Microsoft Project Plans
 2. 3-5 years with Microsoft Word
 3. 3-5 years with Microsoft Excel
 4. 3-5 years with Microsoft PowerPoint
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5. 1-2 years with Microsoft Access
6. 3-5 years providing customers services
7. 1-2 years with Unix
8. 1-2 years with Oracle
9. 1-2 years with Java
10. 1-2 years PL*SQL
11. 1-2 years MS*SQL
12. 1-3 years Web development experience with J2EE or .NET technology
13. 2-5 years with team software development processes in a structured environment
14. 2-5 years developing system and business process models
15. 1-2 years providing COTS software implementation experiences
16. 2-3 years Great Plains experience.

SPECIFIC WORKING KNOWLEDGE OR SKILLS:

1. Knowledge of or previous life cycle management experience.
2. Ability to communicate effectively, both orally and in writing.
3. Ability to foster a cooperative work environment.
4. Strong attention to detail.
5. Excellent organizational skills.
6. Ability to handle multiple situations effectively while maintaining workflow and being flexible
7. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
8. Excellent written, oral communication, and interpersonal skills and be comfortable making presentations to internal and external audiences.
9. Highly organized; time management and attention to detail a must.

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