



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, manage, and maintain relationships with key Vendors
3. Obtaining customer product specifications and obtaining quotes from vendors
4. Supply chain management & order fulfillment
5. Coordinate and direct administrative support functions for the office
6. Implement & maintain policies and procedures for production of documents, workflow, filing, ordering of supplies, records maintenance, and other clerical services
7. Review documentation and determines editing and graphics
8. Resolving customer issues with quotes, orders, and product deliveries
9. Presenting information effectively and persuasively across communication settings
10. Acting as Receptionist (handling reception area and answering phones)
11. Coordinating travel arrangements and shipping and receiving of mail and packages
12. Proposal coordination (research, writing/editing, printing)
13. Filing and general administrative tasks
14. Maintaining office supplies
15. Assisting the Business Operations Department with writing, formatting, and editing bids and quotes
16. Develop, write, and maintain technical documentation along with supporting materials creating effective "how to manuals"
17. 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. 4-6 years with Microsoft Word (Expert)
2. 3-5 years with Microsoft Excel
3. 3-5 years with Microsoft PowerPoint
4. 3-5 year with Microsoft Outlook
5. 1-2 years with Microsoft Access
6. 3-5 years providing Customer Service
7. Working knowledge of Microsoft Visio
8. 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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## **Systems Administrator (Linux)**

**(1 position)**

**Location: Richmond, VA**

Universal Adaptive Consulting Services, Inc (UACS) is seeking highly motivated, savvy and energetic professionals for the role of Systems Administrator (Linux). UACS is a minority-owned government contracting firm. This is a short term temporary position. This position is ideal for a hands-on personality. The Systems Administrator (Linux) 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 environment. In addition, the candidate should be able to tolerate ambiguity and demonstrate problem solving skills with limited oversight.

Primary job responsibilities will include:

1. Red hat Linux Administration
2. User profiles & permissions
3. Configure & maintain IP tables
4. Mount NAS disks
5. System patches & updates
6. System security patches and updates
7. Help plan enhancements and evaluate upgrades and changes based on project mission, strategies with document searches, vendor inquiries, seminars, and interaction with other team members
8. Assist with planning, documenting, and troubleshooting all software and hardware-related problems within the project networks
9. Travel: 20 %
10. Administer antivirus
11. Perform backups & images
12. Provide 3<sup>rd</sup> party system software support
13. maintain SSH clients
14. update procedure documentation
15. Other duties/abilities:
  - · Perform miscellaneous job-related duties as assigned

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

**LEVEL OF EDUCATION:** Associates Degree in a computer-related field or equivalent professional experience RHCE or RHCT desirable.

**SPECIFIC EXPERIENCE:**

1. 2-3 years experience as a Windows NT/2000/2003 administrator
2. 3-4 years experienced in troubleshooting hardware and software problems on various platforms
3. 2-3 years Linux administration
4. Experience with Web Servers (Apache, IIS) and Application Servers (Tomcat)

**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 interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
4. Skill in organizing resources and establishing priorities.
5. A good understanding of IP routing technology.

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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

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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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