



H2K SOLUTIONS Inc.

ISO 9001:2015 (QA)
ISO/IEC 20000 (ITSM)
ISO/IEC 27001 (ISMS) Certified

POSITION Junior Intelligence Analyst

WORK LOCATION Washington, D.C.

RESPONSIBILITIES H2K Solutions Inc. is seeking a junior intelligence analyst who is familiar with research and analysis processes, tools, and techniques used within the Intelligence Community (IC). Individual will conduct and document research, and process the data to produce basic intelligence products and presentations. As needed, individual will review documents for appropriate formatting as well as style, clarity, punctuation and grammar as well as for compliance with organizational directives and procedures. As directed, compiles intelligence reports from raw data in established formats. Identifies and captures key information. Individual will create text that accurately and concisely communicates information. Must have operational experience in raw information gathering and reporting; experience with outreach, research, writing, and reporting techniques and review and validation of products.

REQUIREMENT

- B.A. or B.S. degree and 1-3 years related experience; or at least 4 years related experience; or M.A. or M.S. degree and at least 2-5 years of related experience
- Top Secret security clearance

DESIRED

- Department of Homeland Security Suitability Clearance
- Utilizes one or more foreign languages on a daily basis to research complex target sets, conduct translations, and produce expertly written final products in English

Email inquiries and resumes to: c.h.kang@h2kinc.com

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