



PSI 2024 Intern Program

JOB TITLE

Operations Intern

DEPARTMENT/PROJECT

Executive Management

DESIRED FIELD OF STUDY

JOB LOCATION

Arlington, VA

EMPLOYMENT TYPE

Full Time

JOB DESCRIPTION

The Chief Operating Officer (COO) is currently seeking an Intern to support critical operational efficiency initiatives. The chosen candidate will be responsible for a wide range of tasks aimed at streamlining organizational processes and maximizing productivity. These tasks include establishing a database encompassing Joint Venture (JV) and Partner companies, consolidating crucial information such as key strategies, capabilities, past performances, contracts/IDIQs, and marketing materials. Additionally, the intern will be instrumental in developing baseline metrics dashboards to monitor corporate and sector operational metrics and aligning Objectives and Key Results (OKRs) across departments with the strategic plan.

Furthermore, the intern will conduct in-depth research to draft HR job families and mappings, essential for ensuring organizational cohesion and effectiveness. They will also play a key role in supporting the development of essential people analytics processes, including onboarding, 90-day plans, stay interviews, and other critical HR functions. Additionally, the intern will assist in reviewing and editing Project Marketing slicks, ensuring accuracy and completeness, and contributing to the creation of High Potential (HIPO) growth plans and successions. This internship provides a unique opportunity to gain hands-on experience in operational management within a corporate environment, while actively contributing to initiatives designed to improve organizational efficiency and effectiveness.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

MS Excel, MS Planner, OKR methods, Operational and HR analytics, Introduction to HR management concepts

MINIMUM REQUIREMENTS

- Enrolled in a college undergraduate program. Majors such as Business Administration, Finance, Information Technology, Computer Science, Marketing and Communications are preferred.
- Strong academic record, excellent communication skills, and proficiency in Microsoft Office suite.
- Prior experience or coursework in government contracting is a plus, but not required.

COMPANY BENEFITS

PSI offers full-time, benefits eligible employees a competitive total compensation package that includes paid leave, and options for employer sponsored group medical, dental, vision, short-term and long-term disability, life insurance, AD&D coverage, legal services, identity theft, and accident insurance. Flexible spending account and health saving account options offer pre-tax savings for qualified medical, dental, and vision expenses. The company sponsored 401(k) retirement plan has an employer contribution match that is immediately vested. We invest in the professional growth of our employees through professional courses, certifications, and tuition reimbursement programs.

EEO COMMITMENT

It is company policy to promote equal employment opportunities. All personnel decisions, including, but not limited to, recruiting, hiring, training, promotion, compensation, benefits, and termination, are made without regard to race, color, religion, age, sex, sexual orientation, pregnancy, gender identity, genetic information, national origin, citizenship status, veteran status, protected veteran status, disability, or any other characteristic protected by applicable federal, state, or local law.

Reasonable accommodations for applicants and employees with disabilities will be provided. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources by emailing HRDepartment@plan-sys.com, or by dialing 703-575-8400.