

Wagner Resources, Inc. is currently seeking an experienced FOIA Analyst or Administrative Specialist to work in Tampa Florida. Candidate will be responsible for process FOIA requests, appeals, preparing cases under litigation review. Must be able to analyze, research request as well as prepare responses.

REQUIRED EXPERIENCE AND EDUCATION

Successful candidate must have 3-5 years Administrative and/or FOIA experience. Working in federal/state/local government environment preferred but not required. Candidate must have a Bachelors Degree preferred. Excellent oral and written skills as well as the ability to work independently and as a member of a team are a must. Must be able to communicate with various departments' personnel at every level.

As a trusted resource in the Government Contracting arena, WRI delivers consistently high quality and innovative business solutions for our clients; therefore we only hire and retain the best. WRI offers a challenging and professional environment with career development support. We offer a competitive compensation package with comprehensive benefits plan.

All interested candidates should submit resume to MaSheva King at mking@wagner-resources.com.