

INDUS Job Requisition

Job Requisition Number: 20180205H	
Job Title: Director of Operations Support/Assistant Customer Technical Representative (ACTR) Support	Salary Range: Negotiable
Work Location: San Diego, CA / Space & Naval Systems Command (SPAWAR) Old Town campus	Relocation Assistance: None
Employment Type: Full Time/Immediate Hire	Security Clearance: Secret
Posted Date: 02 February 2018	Closing Date: When Filled
Mandatory Skill Requirements (must have): 2+ years of experience with supporting U.S. Department of Defense/Navy. Extensive experience with Microsoft Office, including Outlook, PowerPoint, Word, and Excel; and with the Navy Marine Corps Intranet (NMCI). Basic knowledge of Sharepoint. Critical thinker with strong customer service and problem resolution skills. Ability to display a professional presence and bearing around senior commissioned officers, senior executives, distinguished visitors, and senior PEO personnel. Ability to multi-task in a fast paced environment.	
Desired Skill Requirements: Demonstrated experience with systems such as Total Records and Information Management (TRIM) and Department of Navy (DON) Tracker, Navy Enterprise Resource Program (NERP) (time keeping), NMCI Service Request eForm (SRe Tool), and Joint Personnel Adjudication System (JPAS). Experience with or knowledge of the Foreign Military Sales program a plus.	
Job Duties: Provide SPAWAR PEO C4I - PMW 740 International Integration Program Office Director of Operations (DirOps) support and perform NMCI ACTR functions. DirOps support tasks include but are not limited to managing SE2 Sharepoint site access requests, updating PMW 740 informational slides, coordinating and preparing for All Hands meetings, assisting with data calls, maintaining PMW 740 Organization charts, and managing PMW 740 awards and awards boards. ACTR functions include managing NMCI accounts (NIPRNET and SIPRNET), providing user forms and training links, coordinating account activation, initiating SPAWAR LDAPs, managing program office technical budget and hardware/software ordering, submitting MACs for technical and software support, attending SPAWAR and PEO ACTR meetings, facilitating tech refresh cycles, assisting with seat management support (installation, configuration, troubleshooting, and customer assistance), providing office equipment maintenance support, including copiers, printers, loading paper, replacing toner cartridges, and other daily tasks, managing all aspects of Foreign Visitor Requests (FVRs). Other duties as assigned.	
Education/Equivalent: High School diploma or GED required. Bachelor's Degree preferred.	
Travel Required: Minimal	
Comments: Apply for position online at http://industechnology.applicantpro.com/jobs/ .	