

INDUS Job Requisition

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| Job Requisition Number: 20180124L10 | |
| Job Title: Technical Support Specialist II | Salary Range or Maximum: Negotiable |
| Work Location: Port Hueneme, CA Naval Surface Warfare Center, Air Dominance Department, Port Hueneme Division (NSWC PHD) | |
| Relocation Assistance: No | |
| Employment Type: Full-Time | Security Clearance: Must be a U.S. citizen. Hold a Secret level security clearance or be able to obtain an interim security clearance prior to hire date. |
| Posted Date: 24 January 2018 | |
| Closing Date: When Filled | |
| Mandatory Skill Requirements (must have): <ul style="list-style-type: none"> ○ A minimum of two (2) years' experience in the development and maintenance of Navy Working Capital Fund applications. ○ Expert in Microsoft Office Products. ○ Ability to communicate well both in writing and orally. ○ Strong team focus and experience. | |
| Desired Skill Requirements: <ul style="list-style-type: none"> ○ Functional and technical understanding of the NAVSEA Working Capital Fund business operations and the standard Microsoft Office Suite. | |
| Job Duties: Duties include providing technical and programmatic support Air Dominance Branch A032 personnel in creating presentations, assisting with organizing meetings and writing meeting reports, assisting running meetings audio visual, running the slide shows during meetings. Provide website maintenance (develop and maintain content), database updates and generation of metrics on topics of management interest. | |
| Education/Equivalent: High School Diploma/GED. | |
| Travel Required: None | |
| Comments: Apply for position online at https://industechnology.applicantpro.com/jobs/713408.html . | |