

Business Analyst/Communications Strategy SME:

This position supports a Department of Defense's High Performing Organization (HPO) contract. This effort includes coordinating and managing all necessary implementation and execution of FFD HPO efforts:

- Developing and managing project plans and schedules
- Coordinating with staff to follow plans
- Analyzing and reporting metrics progress
- Conducting requirements analyses, assessments, and evaluations to identify gaps and weaknesses of execution; and
- Developing strategies and introducing frameworks for improvement in practices

The successful candidate must have:

- BA or BS in Communications, Marketing or other related studies.
- Minimum of four years of analytical experience.
- Exceptional customer service and can interface with all levels of stakeholders.
- Excellent communication skills (written and verbal).

Desired qualifications include:

- Extensive understanding of and experience in the Microsoft Office Suite, to include Visio, Publisher, and MS Project.
- Knowledge of process improvement and change management principles/methodologies.
- Understanding of process mapping, i.e. "To Be and As Is" Workflows
- Extensive experience with SharePoint
- Extensive experience using and creating styles in Word and use of Access and Excel for data analytics
- Highly organized and detail oriented
- Efficient multi-tasker
- Experience with newsletter production, proof reading, and peer reviewing.

Experience working in the Office of the Secretary of Defense as a contractor is a plus.
Master's degree in Arts Management (Marketing and Communications) is a plus.

The work location for this position is the Pentagon. Although a security clearance is not required, the successful candidate must be able to pass a NACI/ background check. If interested, please send a cover letter and resume to hr@netengtech.com.