

Position: Technical Data Analyst

Location: Washington, DC

Job Status: Full-time

Description

The Technical Data Analyst will assist the Technical Data Manager:

- Maintain the list of Technical Data, including technical manuals, CSOSS, EOSS, DOSS, and PMS required at delivery/crew move aboard/sailaway.
- Collect and retain progress information from ILS Managers, warfare centers and shipbuilders, monitor completion status, and report metrics as appropriate.
- Support ILS Managers with follow up support to work with field organizations and resolve barriers and obstacles to completion of government reviews of Technical Data.
- Maintain documentation for all government contract requirements related to Data Rights.
- Support ILS Managers, Technical Manual Management Activities, and reviewers in applying data rights policies, procedures, and contract requirements.
- Participate in Technical Data Working Group meetings, assist in preparing minutes and agendas.

Basic Qualifications

- US Citizenship
- Familiarity with Navy shipboard systems and equipment.
- Prior Navy military experience as shipboard maintenance technician, either HM&E or CS/C4I/electronics
- Strong analytical skills.
- Proficiency in Microsoft Office applications, especially Word, Excel and Power Point.
- Good interpersonal skills with the ability to work effectively individually and in a team environment.

Preferred Qualifications

- Experience with Navy Shipbuilding Program support and/or Integrated Logistics Support.
- Bachelor's degree in Business, Information Management or equivalent experience.
- Active DoD Secret Security Clearance.

Other:

Travel: Some travel may be required within the U.S.

Clearance: Ability to obtain SECRET security clearance

Benefits:

MSCorp benefits package includes

- Health: Medical, Dental, and Vision insurance
- Leave: Paid time off, holidays, bereavement
- Financial: 401k
- Other: Membership discounts to various shopping establishments
Relocation assistance is not available

Please send resumes to jobs@mscorp.net