



Labor Category: **Business Reengineering Specialist**

Primary Location: Patuxent River, MD

### **Essential Job Functions**

- The senior expert and Integrated Product Team Lead for the development and execution of the business reengineering task(s)
- Performs supervisory and macro control of the contractor efforts and serves as the official spokesman on technical and functional issues impacting the project/program
- Serves as the consultant level advisor to the Government and provides advisory support to the customer on program/project operations
- Determines the adequacy and acceptability of the evolving business plans and strategies and molds the processes and operations to best compliment and improve the customer business methodology
- Oversees the execution of the required technical and administrative support efforts
- Monitors the acquisition and employment of resources and maintains control of both the financial and administrative aspects of the program/project to ensure project requirements are met

### **Skills**

- Expertise in all areas of Microsoft Office (required)
- Strong knowledge of databases (a plus)
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision or work in a team oriented environment
- Selfmotivation is necessary for meeting timely deadlines
- Overtime availability (required)
- Ability to deal with all levels of staff
- Ability to think creatively
- Ability to adapt to change
- Customer service oriented
- Strong time management skills
- High level of attention to detail, accuracy, analytical thinking skills
- Strong communication skills
- Multitasking, self-directed, pro-active professional who achieves quality results through attention to detail
- Excellent analytical and organization skills to solve problems and improve operational efficiency

### **Qualifications**

- Active Security Clearance (required)
- Master's Degree in Business Administration, Statistics, Computer Science or program specific discipline from an accredited college or university OR Bachelor's Degree in Business Management, Statistics, Computer Science, Engineering or Operations Research from an

accredited college or university and fifteen years of management and supervisory experience in each of the previously mentioned functions with respect to technical programs/projects

- Ten years of management/supervisory experience in each of the previously mentioned functions with respect to technical programs/projects
- Government experience (a plus)