

# FALCONWOOD INC.

## **About Falconwood, Inc:**

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense Information Technology (IT) initiatives and programs. We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering. We support the total lifecycle of Information Technology systems and applications. We have an immediate opening for multiple **NMCI Requirements Support** who knows their way around the IT Operations environment. If you want to be part of a dynamic team and provide yourself with a daily challenge, this job is for you.

**Duty Locations: San Diego, CA**

## **Job Description**

As a member of the Requirements Team, the NMCI Requirements Support is responsible for providing network and information systems support.

- Providing network and information systems support similar to functions described under this functional support area and having knowledge and understanding of applicable technical concepts and practices.
- HQ NMCI Support shall have five (5) years of experience working with NMCI (or equivalent) systems (Hewlett Packard Service Manager (HPSM), NMCI Navy Enterprise Tool (NET), and Seat Resource Management (SRM), account creation and oversight of the Move/Add/Change (MAC) process, supporting NMCI contract.
- Strong oral and writing skills to work closely with all levels of personnel involved in IT operations and technical aspects of systems
- Overall computer proficiency including proficiency in Microsoft Office (Word, Excel, Outlook, SharePoint).

## **Required Skills:**

- Ability to think independently and innovatively
- Strong Oral and written skills
- Understanding of Microsoft SharePoint administration and development
- Five (5) years of experience working with NMCI (or equivalent) systems (Hewlett Packard Service Manager (HPSM), NMCI Navy Enterprise Tool (NET), and Seat Resource Management (SRM), account creation and oversight of the Move/Add/Change (MAC) process, supporting NMCI contract

## **Proficiency in:**

- Experience as a Knowledge Management professional
- Proficiency in Microsoft Office applications, particularly Word, Excel, Visio, and PowerPoint
- Concepts of data integration and normalization

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## **Qualifications:**

- Must have one of the following Department of Defense (DoD) 8570.01-M IAT Level II Baseline Certification requirements: CCNA Security, CySA+, GICSP, GSEC, Security+ CE, SSCP.
- Associate degree from an accredited collage/university or equivalent related 5 years of experience
- Must possess a Final U.S. SECRET security clearance

**Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at [tcannon@falconwood.biz](mailto:tcannon@falconwood.biz).**

**Tiffany A. Cannon**

**Falconwood, Inc.**

**Office: 703.888.4328**

**Email: [tcannon@falconwood.biz](mailto:tcannon@falconwood.biz)**

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