

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and engineering support to the Program Executive Office for Enterprise Information Systems (PEO EIS) providing the Department of the Navy (DoN) with capable, secure, and affordable enterprise information technology (IT) solutions.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening at our corporate headquarters for a **Senior Business Process Analyst**. The Senior Business Process Analyst is responsible for a range of process improvement and process management activities. Activities include planning and implementing process improvement initiatives, documenting process flows and maintaining the processes on SharePoint. Process management functions include data gathering and analysis, best practice research, process mapping, developing and recommending alternatives for improvement, developing performance metrics, obtaining leadership or stakeholder agreement, implementing improvements, and monitoring post-process improvement initiative performance to updated standards. Activities are executed to accomplish organizational goals and provide business process solutions to meet internal and external customer expectations. May utilize Lean/Six Sigma processes and concepts to lead process improvement initiatives. Responsible for the development and administration of the functionality, effectiveness and efficiency of the Process Asset Library (PAL).

Job Location:

Washington, D.C.

The Senior Business Process Analyst:

- Proven knowledge and application of process excellence lean six sigma methodology, business analysis, reengineering, and process modeling.
- Analyze and document processes using tools like process mapping, in-process metrics and other process measurement techniques
- Recommend process improvements based on the client's goals and objectives
- Maintain operations metrics dashboard
- Work with the project sponsor, champion and team members to identify and implement improvement
- Strong collaborative, change management, coaching and analytical skills
- Ability to solve problems creatively and effectively handle multiple projects
- Ability to develop effective business relationships and build consensus

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- Ability to work independently and in a group
- Process improvement methodology and supporting tools
- Excellent written and communication skills
- Demonstrated competency with Microsoft Visio or other business process modeling and analytical tools

Required Qualifications:

- Bachelor's degree
- Minimum 5 years of experience with process management
- Secret Clearance

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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