



Information Technology Specialist Jr.

E3R Opportunity, San Diego, CA; Information Technology Specialist Jr:

Job Description:

E3R is seeking candidates to fill an Information Technology Specialist Junior position. Must have the ability to perform all functional duties under the oversight of more senior personnel.

Functional Description: The Contractor shall provide technical/site management of PMW 770's SharePoint, Teams, or other web portal collaboration sites including but not limited to the following:

- Submitting requests for new user accounts (NIPR & SIPR) using NET, SharePoint, and other tools.
- Employee Check In/Check Out - (10 documents, NIPR/SIPR Tokens, computer equip., network access, distribution list updates associated w/process)
- SIPR support for SVTC/DCS/GVS Support
- DISA SIPR tablets support
- Government Cell Phones and Tablets setup
- NMCI Distro Lists/GAL Setup
- Submit requests for software and hardware changes for NIPR & SIPR computers
- Update software on NIPR & SIPR computers
- Tech refresh NIPR & SIPR computers
- Act as a NAVY ERP representative – request user accounts, create user accounts, give user permissions for roles in NAVY ERP
- Space moves – move and setup NIPR & SIPR computers and peripherals
- IT support onsite and remote for all PMW 770 personnel (about 250 users)

Desired Knowledge, Skills, Abilities:

- Excellent analytical, critical thinking, and data mining skills
- Excellent oral and written skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team member.
- Ability to learn and apply technical concepts to assigned duties.

Security Clearance Requirement: Active Secret or Active within the last 2 years, no exceptions

Education Requirement: Bachelor's Degree from accredited college or university. Acceptable substitutions for Bachelor's Degree are an Associates' Degree plus four (4) years of additional relevant work experience OR six (6) years relevant work experience.

Place of Performance: NAVWAR HQ San Diego, CA

Salary Range: \$60,000 - \$90,000

Benefits: E3R has a comprehensive benefits plan which includes HMO/PPO Medical Plan Options, Employer Sponsored Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company

E3R is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, age, physical or mental disability, national origin, citizenship, military or veteran status, sexual orientation, gender identity and/or expression, genetic information, or other status protected by federal, state or local law.



paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.

How to apply: Interested candidates who meet the qualifications above should apply via the following link: <https://www.ondemandassessment.com/o/JP-2PTBQ5AUE/landing?u=1179041>

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