



Jr. Security Specialist

E3R Opportunity, San Diego, CA; Security Specialist

Job Description: E3R is seeking candidate to fill a Jr. Security Specialist position. This position will be responsible for supporting the FSO in visitor management, clearance processing, and document control, as well as supporting general management of the office, to include administrative tasks as applicable.

Functional Description:

- Various administrative tasks, including supporting onboarding tasks
- Maintaining facility access control, to include badging and escorting as needed
- The selected candidate will be guided on how to assist with personnel clearances and access procedures using various databases
- Support program managers with contract specific security requirements.
- Support the creation and implementation of policy and procedure documents, security training materials, and other applicable documentation

Desired Knowledge, Skills, Abilities:

- Ability to interact with employees and visitors in an effective and professional manner
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook
- Ability to work independently and as a team member
- Willingness to learn and take on new tasking
- Ability to lift up to 25 lbs.
- Able to consistently work onsite; limited travel may be necessary for meetings or transportation of materials

Security Clearance Requirement: Top Secret or Top Secret with Sensitive Compartmented Information (SCI) eligibility; U.S. Citizenship

Education & Certification Requirement:

- High School Diploma or GED
- Must obtain FSO for Possessing Facilities within six (6) months of employment start

Place of Performance: San Diego, CA

Salary Range: \$24.04/hr. - 33.65/hr.

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 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:

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.



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/JB-5LBAUZERU/landing?u=1137965>

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