



# TECHSOURCE<sup>®</sup>

A Science & Engineering Consultancy

**Job Title: Business Process Improvement Specialist**

**Location: Washington, DC / Germantown, MD (telework will be considered)**

**Position Type: Full-Time**

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## Position Description

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- The Nuclear Weapon Acquisition Professional (“NWAP”) Certification Program
  - Create and maintain the Nuclear Weapon Acquisition Professional Program Qual Cards for new Federal staff.
  - Work with National Nuclear Security Administration Management & Budget (“NA-MB”) to schedule required NWAP courses and work with NA-MB to register students.
- The Technical Qualification Program (“TQP”)
  - Work with NA-MB to ensure Federal staff possess the knowledge, skills, and abilities to perform assigned duties.
- Defense Programs Standard Operating Procedures (“SOP”)
  - Create and maintain the Training SOPs; and incorporate all NA-10 SOPs into standard format.
  - Ensure all SOPs requiring Acting Deputy Administrator’s signature are in the standard SOP template and assign SOP number.
- Generate Human Capital and Business Operations weekly training slides for leadership stakeholders.
- Track training projections and completions.
- Maintain Training and Travel-Related Training Budget allocations and expenditures.
- Work with NA-MB to ensure creation and submittal of converting training funds to travel-related funding.
- Maintain SharePoint sites, Federal rotations and assignments, and mandated training.
- Organize logistics for future training opportunities.
- Announce National Training Center, National Security Institute at George Mason University, Workforce and Organizational Development, and Leadership Development Series Event offerings.
- Coordinate logistics and interface with Sandia National Laboratories course manager to facilitate Weapons Components Development Technology courses.
- Maintain list of mandatory training requirements and the New Hire Checklist Mandatory Training Schedule.





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- Announce training initiatives to staff, track complete/incomplete status and provide reports to NA-10 Leadership.
- Maintain Master Employee List of accessions and departures.
- Send “Welcome” emails to newly acquired Federal and contractor staff outlining important information on training processes.
- Maintain NA-10 Federal and Contractor Distribution Lists for HQ and Field, and Federal and Contractor staff.
- Coordinate meeting/briefing logistics for HQ and Field staff including VTC options.

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## Required Skills

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- Strong organizational skills and attention to detail.
- Ability to adapt to and thrive in a fast-paced, dynamic environment and to prioritize and multi-task while adhering to policies and ensuring a high degree of accuracy.
- Excellent verbal and written communication skills with an emphasis on transparency and a commitment to quality customer service.
- Strong interpersonal skills with an emphasis on cooperation and teamwork.
- Ability to work independently and proactively.
- Proficiency in Microsoft Office Suite with comprehensive knowledge of Excel and Word.

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## Required Education/Experience

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- Bachelor’s Degree (or equivalent work experience) in communications, information technology or a related field.
- Five (5) or more years’ experience in cyber communications.

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## About TechSource, Inc.

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TechSource is a nationally recognized engineering consultancy specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 700 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource’s outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

