



AMERICAN | kinetix offers a wide variety of opportunities around the world. We seek top performers with a background of mission support, intelligence, security, training, air operations and life support in austere environments. At AX, you are part of a dynamic team with commitment to our customers.

OPERATIONS CENTER SPECIALIST (OCONUS)	
Job Title	Operations Center Specialist
Job Type	Full-time / Contractor (optional)
Work Location	Western Europe
Clearance Level Required	Secret
Citizenship Status Requirement	Must be a US Citizen
Travel	90-100%
Job Description	<p>The successful Operations Center Specialist (OCS) will be responsible for providing efficient execution of Mayor Cell Operations functions. The OCS will report to the Operations Center Lead or Program Support Manager at HQ CONUS.</p> <p>This is a contingent position based on contract award and funding from the customer.</p> <p>AX is currently recruiting Medium / High Threat Security and Support Professionals for assignments in some of the world's most challenging and dynamic locations. We look for people of the utmost caliber with extensive security experience and unquestionable accountability, integrity and professionalism. If you meet the requirements for this position, please apply below so a member of our Recruiting Staff can review your application.</p>
Responsibilities	<ol style="list-style-type: none"> 1. Perform day to day execution of "Mayor Cell" duties including service as primary Customer point of contact for Support Services 2. Develop, track and report project performance metrics 3. Create and update all situation and periodic reports such as daily sitreps and serious incident reports 4. Document and report information necessary to support Program Management Reviews



	<ol style="list-style-type: none"> 5. Assist with development of Standard Operation Procedures and other Project Quality Documents 6. Develop document management and retention processes and procedures 7. Coordinate transportation requests between locations 8. Ensure Project / Program management is informed of issues impacting project execution 9. Coordinate development of site specific contingency plans such as – Evacuation, Mass Causality, Medical Evacuation, etc. 10. Other duties as assigned
Qualifications	<ol style="list-style-type: none"> 1. A minimum of five (5) years Operations / Business Operations Experience in western Europe in support of similar type DoD/DoS Contracts 2. Bachelor's degree helpful but not required if experience is commensurate with job functions 3. Working knowledge of Six Sigma principles and processes preferred 4. Proficient with Apple OS / Microsoft Office Suite 5. Valid passport 6. Must be a US citizen
Note	<p>The job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Positions may or may not require applicants selected to be subjected to a background check and government security investigation. Certain job assignments may require an employee to successfully obtain and or maintain a security clearance and meet eligibility requirements for access to classified information.</p>
To Apply	<p>Send 1-page resume in Word, PDF or Pages format to jana@americankx.com</p>