

Position: Program Manager
Clearance Level: DoD Top Secret
Location: Albuquerque, NM

SECURITY CLEARANCE IS REQUIRED. DO NOT APPLY IF YOU DO NOT HAVE AN ACTIVE TOP SECRET SECURITY CLEARANCE

Manage a diverse IT workforce consisting of +/- 90 IT and Telecom professionals providing 24/7/365 communications support to an US Air Force customer at Kirtland AFB, NM.

Duties:

- Oversee day-to-day contractor operations, and build/adjust work schedules to align with mission requirements to meet or exceed customer expectations.
- Brief customer on project activities, outages, fix/restoral actions, and risk mitigation plans.
- Must be self motivated and able to excel in a dynamic and demanding working environment, requiring highly tuned time management and multitasking skills.
- Build and maintain a trusting relationship with customers and employees.
- Process and track customer requirements, engineer solutions and manage project implementation IAW AF instructions and technical orders
- Develop/Manage a Master Integrated Schedule, tracking milestones, major projects, deliverables, completion dates, using able software such as Microsoft Project
- Implement ITIL Process to support organizational increase on high reliable IT services
- Improved IT services through the use of proven best practice processes
- Improved customer satisfaction through a more professional approach to service delivery

Qualifications and Education Requirements:

Bachelor's degree in Engineering or Business Management and 6+ years of project management experience in support of military IT and Telecom requirements. Possess a Top Secret security clearance

Preferred Skills:

Possess industry certifications, such as ITIL Foundation V3 and Project Management Professional (PMP). Familiarity with military organizations, protocols, procedures, and processes, and working knowledge of addressing issues/concerns using the chain-of-command. Working knowledge of Microsoft Project. Technical certifications are a plus in areas such as Cisco (CCNA, CCNP, CISSP, etc.) and/or Microsoft (MCSA, MCSE, MCSD, etc.)

Atlantic CommTech is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.