

Job description

To be considered for this position candidates MUST hold an active Secret Clearance.

Pacific Rim Defense is in search of a Range Operations Analyst to join our dynamic team!

The ideal candidate for this role would possess:

Excellent written and verbal communication skills

Experience in range operations planning (i.e., operation forecast planning and schedule management with resources including personnel and range assets)

Experience providing operations support to Mission Engineers (i.e., site surveys, inventory management, planning, etc.)

Experience in Configuration Management (i.e., establishing and configuring electronic depository for project information, provide ease of access for project team members, and document control)

Proficient in reading technical drawings (i.e., boundary diagrams with hardware & software lists)

The ability to demonstrate active participation in project meetings and to generate thorough meeting minutes and action items

Proficient in the use of Microsoft Office suite (e.g., Outlook, Teams, Word, Excel, PowerPoint)

Experience in use of tools to establish meetings with participants in multiple locations/remote sites

Experience in managing project-related paperwork ensuring all necessary materials are organized, current, properly filed and stored

Experience tracking action items to closure

Other duties, as assigned

If this sounds like you, we look forward to reviewing your resume!

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

Ability to commute/relocate:

- Kekaha, HI: Reliably commute or planning to relocate before starting work (Required)

Job Type: Full-time

Salary: \$70,000.00 - \$73,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Kekaha, HI: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Office: 2 years (Required)

Security clearance:

- Secret (Required)

Work Location: One location