**Job Title:** Program Manager  
**Location:** San Diego, CA  

**Job Description:** As a Program Manager your tasks will include the coordination and completion of projects on time, within budget and within scope. You will work directly with clients to ensure deliverables fall within applicable scope and budget.  

**Required Qualifications:**  
- Formal Training in Scrum project management and Agile practice  
- Ten (10) years or more of Program/Project Management experience working with Integrated Logistics Support products and services working with the various NAVSEA/SPAWAR/NAVAIR Programs  
- Experience with MBPS products, services and procedures and the commercial tools within the program

**Education:** Bachelor’s Degree from an accredited university with a major in Management Information Technologies or related Integrated Logistics Support (ILS) field.  

**Clearance:** Ability to Obtain and Maintain DoD Secret Clearance

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**Questions?** Feel free to contact ODME HR Manager, Denisse De Santiago – denisse.desantiago@odmesolutions.com

**Job Title:** TM Process Lead Engineer  
**Location:** Norfolk, VA  

**Job Description:** As a TM Process Lead Engineer your tasks will include providing technical expertise to the process engineering team.  

**Required Qualifications**  
- Experience and knowledge of surface combatants and submarines operations and information processing network environments, include but not limited to: NIAPS, NOSIS, TSCE, NMCI, IT-21, Compose, etc.  
- Experience in writing Navy technical documentation, training guides, presentations, and instructional material
**Education:** Bachelor's degree from an accredited college or university in Information Technologies

**Clearance:** Ability to Obtain and Maintain DoD Secret Clearance

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**Job Title:** TM Process Engineer II

**Location:** Position can be filled working out of Port Hueneme, CA, San Diego, CA or Norfolk, VA

**Job Description:** As a TM Process Engineer II your tasks will include providing technical expertise to the process engineering team.

**Required Qualifications:**

- Experience in performing Navy Fleet Technical Documentation Grooms
- Functional/technical knowledge and experience in helpdesk and technical hardware/software support, hardware/software installation and integration, developing/editing technical manuals and engineering drawings
- Experience working with software development teams to build programs with minimal roadblocks
- Experience working with engineer, IT specialists, and computer engineers including understanding of technical terms and processes used in software development related to technical data products and management products and services
- Experience assembling and preparing documentation and reports to support and reflect progress on requirements, goals, objectives, action items, upcoming events, issues and concerns
- Experience preparing and presenting presentation material to all levels of civilian and military management and support staff

**Education:** Bachelor's Degree from an accredited college or university in Information Technologies or Computer Science

**Clearance:** Ability to Obtain and Maintain DoD Secret Clearance

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**Job Title:** Junior Business Analyst/Scrum Master  
**Location:** Port Hueneme, CA

**Job Description:** As a Junior Business Analyst/Scrum Master your tasks will include effectively applying, implementing, and enforcing Scrum principles and practices.

**Required Qualifications:**

- One (1) year experience in Scrum project management
- Experience in Agile project management created to fit within the Scrum framework
- Experience in creating and maintaining project dashboards. Experience in managing projects of multiple Agile and Scrum teams using online project management tools to keep the entire team connected and organized at all times

**Education:** Associates Degree or higher from an accredited college or university. Formal training in Fundamental Scrum Master project management and Agile practices

**Clearance:** Ability to Obtain and Maintain DoD Secret Clearance

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**Job Title:** Senior Technical Writer/Editor  
**Location:** Position can be filled working out of Port Hueneme, CA or San Diego, CA
**Job Description:** As a Senior Technical Writer/Editor your tasks will include overseeing the collection and organization of information, and the preparation, editing, and revision of documents required in support of a complex network of computer systems and network.

**Required Qualifications:**

- 3 years of work-related experience in technical writing/editing
- Experience working with system engineers, software engineers, and program management to translate technical information into clear, concise documentation to include user manuals
- Must be able to plan and prioritize personal tasking and be able to communicate effectively verbally and in writing

**Education:** Bachelor’s level degree in any field

**Clearance:** Ability to Obtain and Maintain DoD Secret Clearance

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**Job Title:** Word Processor III/ Admin II

**Location:** Position can be filled working out of Port Hueneme, CA or San Diego, CA

**Job Description:** As a Word Processor/Admin II your tasks will include:

**Required Qualifications:**

- Completes tasks with the Word Processors II in an exceptionally proficient and accurate manner.
- Typing memos, letters, and prepare various documents using Microsoft Office Suite
- General clerical duties to include forms updates, proofreading documents, and filing
- Creates and customizes presentations and documents by adding graphical elements, including clip art, business charts, scanned photos, and other graphic materials.
- Working knowledge of Microsoft Office products, including Outlook, Word, Excel, PowerPoint
- Knowledge of database software.
- Knowledge of grammar, spelling, capitalizing, and punctuating to identify errors and make corrections.

**Education:** High School Diploma or GED

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**Job Title: Database Writer (Data Entry)**

**Location**: Position can be filled working out of Port Hueneme, CA or San Diego, CA

**Job Description**: As a Database Writer (Data Entry) your tasks will include accurately and rapidly transcribing data from source documents into computer with several data entry programs and platforms.

**Required Qualifications:**

- Prepares, complies, and sorts documents for data entry.
- Transcribes source data into the required electronic format.
- Verifies input data to ensure accuracy of completed work; scans and edits for errors during processing.
- Proficient with Microsoft Office.

**Education**: High school diploma or GED

**Clearance**: Ability to Obtain and Maintain DoD Secret Clearance

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