



RDR, Inc.

JOB ANNOUNCEMENT

Process Analyst

AAP 10-07

Location: Fayetteville, NC

RESPONSIBILITIES:

1. Serves as process analyst and records manager for the Customer Portal section.
2. Conducts interviews and provide business process analysis.
3. Manage multiple projects and set appropriate priorities.
4. Serve as liaison between the Portal Director and the Customer
5. Perform research as required.

QUALIFICATIONS:

EDUCATION/EXPERIENCE:

- Bachelor's degree in Computer Science preferred, experience may be substituted for degree .
- **Must possess required level of US Government Security clearance to be considered for position.**

SKILLS and ABILITIES:

Technical Skills

Required:

InfoPath SharePoint, HTML

Desired:

MS Office Suite 2007, Visio 2007, Access, MS SQL basic knowledge. Green Belt Training with a minimum of 40 classroom hours, GB test and one GB project with measurable improvement results completed.

TRAVEL:

CONUS and OCONUS travel up to 4 month deployments.

EOE/M/F/D/V