



Office Manager Facility Security Officer (FSO)

The Office Manager/Facility Security Officer (FSO) is an entry to mid-level position, important in the smooth functioning of a 50- person office. They apply and maintain security and compliance following the National Industrial Security Program Operating Manual (NISPOM) and Department of Defense (DoD) regulations, serve as an HR liaison, coordinate with facilities, plan office events, and assist with recruiting efforts. We are looking for a high initiative person with excellent organization and communication skills.

The position is located **onsite** at our Arlington, VA office.

Essential Duties and Responsibilities

- Maintain company and personnel security compliance with NISPOM requirements, including security education and training
- Conduct and prepare for Defense Counterintelligence and Security Agency (DCSA) audits and interface with auditors as needed
- Conduct foreign travel briefings and debriefings; prepare, track, and process visit access requests (VARs) and other security documentation
- Investigate, document, and report security violations
- As an HR representative, build relationships of mutual trust and address employee needs in an emotionally intelligent and constructive way
- Assist HR/Recruiting as necessary, including administrative functions like:
 - Interview scheduling and coordination
 - Arranging travel, supporting expense reporting
- Plan office social events: large events several times a year, less formal events monthly.
- Other duties and special projects, as assigned

Qualifications

- **Active Top Secret security clearance**
- Customer service, administrative support, and/or HR experience desired
- Bachelor's, AA degree, or HR related certifications a plus
- Experience with JPAS, e-QIP, and DISS
- Proficiency with Office 365: Outlook, Word, Excel, PowerPoint, and SharePoint
- Excellent written and verbal communication and interpersonal skills
- Strong attention to detail, organization, resourcefulness, and critical thinking skills
- Ability to manage multiple simultaneous tasks to closure with urgency

How to Apply

Please email your resume to jobs@firstinfotech.com with "Office Manager" in the subject line.

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