



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
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CAREER OPPORTUNITIES - Sterling, VA

Office Operations Support Specialist and FSO (Ref #1834-I)

We are looking for an organized, versatile, and service-oriented administrative staff member to provide a range of operations support for a small, growing office. This is a Facility Security Officer (FSO) position that requires experience and interest in acting as the primary security specialist for the cleared DoD contractor office. Operations duties include visitor reception, receiving/sending package and freight deliveries, coordinating facility maintenance and upgrades with the property management company and contractor, acquiring and organizing supplies, and generally enabling activities of technical staff members.

This position reports to both the local office director and the corporate director of security, safety and facilities. Paths to advancement in the short term include gaining full accreditation as the facility security officer. Further training and experience in this technical office environment is expected to result in program security responsibilities, opportunity to assist project managers on technical projects, and development of additional administrative staff.

A strong sense of responsibility, solid work ethic, mature judgment, and discretion in handling sensitive information are essential attributes. Familiarity with special access security tasks would be considered a plus. Day to day maintenance of the corporate security standards in Sterling, Virginia, will require close coordination with the corporate security team in California.

References supporting experience and performance for operations and security job requirements must be provided.

Security responsibilities will include:

- Document control functions
- Badging and escorting of visitors
- Processing of JPAS visits and maintaining required facility records on line
- Support COMSEC, and secure facility inspections
- Coordinate maintenance of security equipment as well as alarm response

Qualifications:

- 3 years security experience
- Understanding of National Industrial Security Program Operating Manual (NISPOM) standards
- Excellent communication skills
- Proficient with Microsoft Office applications
- Able to work in a fast-paced professional environment
- Driver's license and personal vehicle for running errands; a clean driving record is essential.

U.S. Citizenship Required. This position requires a current TOP SECRET clearance with a favorable SSBI within the past five years. Candidate must be SAP program eligible.

Please e-mail resume to: employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability