

## **Reception and Access Control – Sierra Vista, AZ**

Hawk Associates is a team member on the new Global Cyber Center (GCC) contract supporting NETCOM at Ft. Huachuca, AZ. With the initial transition completed, Hawk Associates is accepting additional resumes for professionals to fill Reception and Access Control positions. The positions require an active Secret clearance, with a work location on-site at Ft. Huachuca. Must be willing to work shifts to include nights, weekends, and/or holidays (if required) to support 24/7/365 operations.

Hawk Associates, a Service Disabled Veteran Owned Small Business (SDVOSB), provides Information Technology/Cybersecurity and C5ISR support to the DoD Joint Warfighter, non-DoD Agencies, Government organizations, Coalition Partners, and Commercial Industry. Join us – dedicated professionals getting the job done right...the first time.

### **Position Overview:**

The Reception and Access Control Specialist is part of a Team that provides 24/7/365 access and security support to the Security Manager for all GCC personnel and facilities.

### **Responsibilities:**

- Access Control and Physical Security. Support the Security Manager with physical security and access control for the GCC NOF and extended facilities/rooms within Greely Hall. This includes providing support to secure the facility and the proper labelling of controlled information. Use currently approved security system to validate Visitor Access Requests (VARs).
- Inspections: Conduct periodic walk-throughs and monthly self-inspections to ensure adherence to established security procedures and policy within the GCC. This includes security control procedures for open storage, storage of classified and restricted devices, such as cellphones, smart watches, certain fitness trackers, etc., Track remediation of all findings through closure and provide a copy to the Government Security Manager.
- Security Inspections and/or Security Assistance Visits: Provide visit support and support remediation efforts on any findings of identified security inspections and assistance during GCC visits. Any findings shall be tracked through issue remediation/closure.
- Escort Duties: Escort external personnel (e.g., cleaning staff, service/repair technicians, and other personnel) on-site. Report escort events via a monthly report. Escort training will be provided.
- Sanitization: When uncleared personnel are required to enter secure spaces, sanitize the area which includes items such as cover monitors, remove classified information from viewing, and secure GSA approved security containers in accordance with DoD, Army and local policies and SOPS.

### **Required Qualifications**

- Active DoD Secret clearance
- Must be willing to work shifts to include nights, weekends, and/or holidays (if required) to support 24/7/365 operations.
- Strong verbal and written communication skills; good command of the English language
- Excellent people and phone skills
- Ability to prioritize and multi-task

**Hawk Associates, 520-335-8788**  
**Apply: [web@hawkassociates.us](mailto:web@hawkassociates.us)**

**Preferred Qualifications**

- Valid Security+ CE Certification (IAT Level II or higher)

**Hawk Associates' Benefits:**

- Medical/Dental/Vision Insurance
- Paid Time Off (PTO)
- Sick Days
- 401(k) with matching
- Tuition/Professional Development reimbursement
- Performance/longevity impact awards and raises
- Promotion opportunities within the company, the contract, and across contracts