



ONSITE MANAGER

<p>Enigma International is seeking an Onsite Manager provide support on a Department of Defense Language Interpretation and Translation Enterprise (DLITE II) task order. This specification is for OCONUS locations.</p> <p>If you are interested in being considered for this position please email your resume to ywong@enigma-i.com.</p>		
Job Title	Onsite Manager	
Location	OCONUS	
Employment	Full Time	
Clearance Required	Secret	
Responsibilities	<ul style="list-style-type: none"> • Provide support to the Task Order Project Manager in execution of daily operations tasks, scheduling, and reporting • Act as on-site liaison between task order linguist personnel and management staff, covering a variety of functions including housing, leave, scheduling, and other general personnel matters • Perform basic Human Resources onboarding functions in support of task order operations • Perform basic security processing functions in support of task order operations 	
Qualifications (Required)	Education	High school diploma: bachelor's degree preferred
	Experience	Minimum 2 years' experience in management role
	Skills	<ul style="list-style-type: none"> • Communication skills to effectively interface with senior military officials, managers, and subordinates • Familiarity with project management concepts • Familiarity with human resources concepts and processes • General familiarity with DOD security guidelines and protocols • Competency with project management tools • Microsoft Office proficient
Qualifications (Desired)	<ul style="list-style-type: none"> • Experience providing onsite management in support of OCONUS programs • Experience and preparation operating in austere conditions • Prior experience performing onsite management functions in support of DOD linguist contracts highly desired 	

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