

Assembler 2
Northrop Grumman
San Diego, CA

At Northrop Grumman we develop cutting-edge technology that preserves freedom and advances human discovery. Our pioneering and inventive spirit has enabled us to be at the forefront of many technological advancements in our nation's history - from the first flight across the Atlantic Ocean, to stealth bombers, to landing on the moon. We continue to innovate with developments from launching the first commercial flight to space, to discovering the early beginnings of the universe. Our employees are not only part of history, they're making history.

No matter the assignment, Northrop Grumman is committed to being a leader in Cyber, Logistics and Modernization, Autonomous Systems, C4ISR, and Strike. For us, it's about more than just performing. It means realizing the values that define us: responsibility, trust, integrity and protecting freedom worldwide. These values inspire and unite our people- who make everything we do possible.

Some of the world's most technically advanced products are manufactured by employees, who work within Northrop Grumman Missions Systems, a leading provider of sensor systems for a variety of global security applications, including situational awareness and self-protection.

Northrop Grumman manufacturing plants are highly-automated, cutting-edge centers of excellence where employees leverage the latest technology, including the strategic use of automation, 3-D printing and robotics. There are a myriad of job functions associated, either directly or indirectly, with the manufacture of our products that range from machinists, engineers, operation program managers, and quality inspectors.

Our mission is to deliver differentiated value to our programs, by manufacturing products with the highest possible quality at the most affordable rate. Search our current job openings and join us to be at the front line of innovation.

The Resilient Network Solutions (RNS) team at Northrop Grumman Mission Systems (NGMS) is looking for you to join our team as a Cable Assembler 2 based out of our Spectrum facility in San Diego, CA.

Resilient Network Solutions (RNS) team is an operating unit within the Communications Division of Northrop Grumman Mission Systems. As part of Northrop Grumman's business focus area on Communications, RNS provides world-class communications with a range of capabilities spanning from quick reaction/urgent need programs to complex communication integration efforts. Our BACN program is the leading supplier of airborne networks, providing flexible content delivery solutions for C2, ISR and disaster relief customers worldwide.

The Cable Assembler 2 will perform a variety of tasks ranging from repetitive to non-repetitive production cable assemblies. This position builds and assembles cables including D38999 connectors, RF cables, Ethernet cable, Coaxial cables, Molex cables, and quadax cables. The build of cables includes clocking back shells, splicing, wire identification with laser, and creating labels to be used in our products.

What You'll Get To Do:

- Perform a variety of tasks ranging from repetitive to non-repetitive production cable assemblies. Must be able to work from redlines.
- Perform a variety of manufacturing tasks and processes in the build of cable and harness assemblies.
- Build simple to complex cables.
- Make continuity checks on work in process and completed cables.
- May conduct quality PEER reviews on processing line in accordance with quality specifications.
- May disassemble, modify, rework, reassemble, and test prototype assemblies and subassemblies according to specifications.
- Some mechanical assembly.

Additional Northrop Grumman Information:

Northrop Grumman has approximately 85,000 employees in all 50 states and in more than 25 countries, we strive to attract and retain the best employees by providing an inclusive work environment wherein employees are receptive to diverse ideas,

Innovative Employee Solutions (IES) a San Diego based company, offering payrolling and HR administration to companies in the U.S. and Canada. As the employer of record, IES manages the payroll, payroll taxes, benefits and HR administration for our clients, specializing in the contingent workforce. Since 1974, IES has grown to be one of San Diego's largest women-owned businesses.

Empowering great people to do great work: that's the secret of our success. We offer our staff a professional and supportive work environment along with competitive salary and benefits packages. IES employees are given regular opportunities for growth and advancement, and are encouraged to continue their professional development through ongoing training and certification programs sponsored by the company.

The Marketing Specialist is responsible for assisting in organizing campaigns and developing marketing strategies. This role will partner closely with the sales team to ensure the smooth operation of business development and the attainment of sales goals.

Additionally, the incumbent will function as the sales team's initial responder for qualifying incoming leads in addition to serving as the coordinator of presentations, meetings and logistics for off-site conferences and training programs.

Essential Job Functions:

- Coordinates company participation and attendance at staffing industry conferences or trade shows.
- Creates social media strategy and designs and executes posts for all social media platforms.
- Ensures company website is updated and accurate using WordPress.
- Provides value-added client and industry knowledge to prospective clients within consultative sales and delivers tailored solutions using marketing strategies.
- Through the consultative selling framework, classifies leads and transitions opportunities to sales team.
- Organizes and plans events to engage prospective clients and partners and promotes IES throughout the business community.
- Collaborates with marketing partner (Eagle) to keep momentum on projects by answering questions or getting appropriate feedback from IES counterparts and facilitate all communication, i.e. drip campaign creation, webinar creation, website revisions.
- Coordinates meetings between IES and marketing partners.
- Submits award nominations for IES to relevant programs.
- Tracks content marketing articles and helps distribute on all relevant platforms and communicate internally.
- Creates campaigns within sales automation tools.
- Generates reports and metrics to measure the effectiveness of marketing programs.
- Collects and facilitates lead source information and ensures all information is captured and tracked on incoming leads.
- Creates animated videos using video tool for website or other marketing materials.
- Assists in creating all communications to clients and/or employees when new technology or product lines are launched and ready to be announced.
- Assists in creating new marketing brochures, promos, conference giveaways, booth materials etc. on as needed basis.
- Cultivates and maintains valuable relationships with prospective and existing clients.
- Collaborates with the sales team and keeps team abreast of all sales activity.
- Participates in activities needed to support the management functions of the team.
- Conducts market analysis and studies the trends in the market and planning proper marketing strategies.
- Supports the business development team in developing presentations and planning events.
- Stays abreast of employment law issues and joint employment liability.
- Communicates and collaborates with co-workers, management, customers, vendors and others in a courteous and professional manner.
- Conforms with and abides by all regulations, policies, work procedures and instructions.

Preferred Education and Experience:

- 2+ years' experience in business to business account management and consultative selling preferred.
- Understanding of staffing industry, contingent workforce/gig economy and contract service is preferred.
- Client centered mentality and passion for customer service.
- Ability to relate to a variety of people and sustain meaningful relationships.
- Ability to anticipate client needs and take initiative to satisfy them.
- Ability to work in a face-paced environment and maintain a sense of urgency.

B. Technical Support Specialist

Another Source
San Diego, California

Another Source's client, RetailOps, is recruiting a Technical Support Specialist to join their team.

Here's a little about the team at RetailOps and the position they are recruiting for:

Our philosophy is simple: create software that makes your life easier and more profitable, without getting in the way. RetailOps' innovative cloud-based platform is the complete package for any retail business, solving the unique problems facing modern eCommerce and omnichannel retailers today.

At RetailOps, we endeavor to think about the big picture. We think outside the box. RetailOps opens a world of professional and personal growth with unlimited potential for employees to hone their skills and bring new ideas to the table. In addition, compensation is highly competitive, your cell phone bill is paid, downtown parking is paid, home internet is paid, work hours are flexible AND there is 100% employer sponsored health, dental and vision.

The team is seeking a technically-oriented candidate with a proven track record of high-quality work. Joining this team means you are someone with strong attention to detail, consistently productive and always contributing to team projects in a timely matter, all while putting our customers first. We don't care if you're a double-PhD or a high school dropout. As a güdTECH Technical Support Representative, we only care about how you think and solve problems.

Responsibilities Include:

- Working on the frontlines of customer support to ensure a great first impression is made as customers enter our support channels.
- Providing assistance to customers by researching questions, identifying problems, and escalating any issues internally as necessary.
- Assisting with writing and maintaining knowledge base documentation.

You Should Be:

- A great communicator.
- Through precision, eloquence, and candor, we aspire to greatness.

- A self-starter.
- Taking initiative and seeing things through to completion is kind of our thing.

- Passionate about software.

We believe that passion for a quality product is the only way to achieve positive, sustainable outcomes with software. You should too.

Gotta-Haves:

- Excellent written and verbal communication skills.
- Highly organized and flexible approach to the handling of tasks of responsibilities.
- Ability to work well with myriad personalities from customers to engineers.
- An experientially-built toolbag aimed at understanding and solving problems.
- The ability to educate yourself as needed to get the job done.

Nice-to-Haves:

- Experience supporting enterprise-level software.
- A working knowledge of Windows, OSX, and iOS.
- Previous retail or wholesale experience.

C. Strategic Account Executive

Another Source
Diego, California

Another Source's client, Mitek, is recruiting a Strategic Account Executive to join their team. This position is ideally located in the San Diego, CA headquarters but can also be located remotely in San Francisco, CA.

Here's a little about Mitek and the position they are seeking to fill:

Mitek is a global cloud-technology leader in mobile capture and identity verification software solutions. Mitek's identity verification allows an enterprise to verify a user's identity during a mobile transaction, enabling enterprise customers across travel, financial institutions, sharing economy, payments companies and other businesses operating in highly regulated markets to transact business safely while increasing revenue from the mobile channel. Mitek's innovative mobile solutions are embedded into digital channels of more than 5,800 organizations and used by tens of millions of consumers for Identity verification, mobile check deposit, new account opening, insurance quoting, and more. Mitek is proud to be a NASDAQ listed company(NASDAQ: MITK) and has grown globally at 30% annually for the past 5 years, with headquarters in San Diego, CA and offices in the UK and the Netherlands. Mitek is built on a team that possesses a high degree of leadership and commitment and live out the core values of Delivering, Learning and Caring

Mitek is proud to offer an aggressive base pay and uncapped commission structure, equity, medical/dental/vision, 401K with match, vacation and sick leave, all in a very dynamic and fast-paced work environment.

What You'll Do:

As a Strategic Account Executive, you will generate business from assigned prospects across key markets such as banking, financial services, travel & leisure, payments, the sharing economy (AirBnB, Uber, Lyft, etc.), e-commerce and others. In addition to creating your own opportunities, you will benefit from Mitek investments in the area of lead generation. Target customers will typically consist of large enterprise, Fortune 500 companies.

You will:

- Become an expert in identifying challenges that our prospective customers face, which can be solved with our Mobile Capture and Identity Verification solutions
- 1. Close new business consistently at or above quota level
- 2. Serve as a brand enthusiast with customers for Mitek's suite of identity products
- 3. Work collaboratively with marketing and product departments to execute sales strategy
- 4. Bring your thinking, strategies and ideas to advance our company's values, unique culture, and vision for the future

Who You Are:

- Demonstrated history of developing, retaining and growing key client accounts
- Personally accountable self-starter with entrepreneurial mindset
- Thrive in a fast-paced startup team-focused culture and adapt to a changing environment
- Data-driven, strategic mindset
- Logical and creative problem-solving
- Demonstrated history of developing, retaining and growing key client accounts
- Professional demeanor and excellent interpersonal skills with all levels of clients and internally
- Possess solid planning, organization, and facilitation skills
- Able to manage and influence others (both within and outside your own direct work-group)
- Able to summarize complex issues simply and effectively
- Use internal resources effectively and efficiently to support sales strategies

What You Need:

- B.A. or B.S. degree
- 10+ years of strategic account management and selling experience
- Experience within a fast-growing sales team that produces, meets and exceeds their goals consistently
- Experience selling to large enterprises, interfacing with executive or "C" levels
- Ability to effectively communicate client needs to internal stakeholders and align resources to serve client needs
- Evidence that you are a top producer (as defined by production results that put you at the top 25% of your peers) and/or an over-quota/President's Club-type
- A powerful work ethic and drive
- Tons of energy, passion, a good sense of humor and general curiosity
- Street smarts
- Emotional intelligence
- Have worked with MS Office Suite and Salesforce.com

David Hough

well-being of all guests and team members in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

The Director of Property Operations will oversee a team of 30+ union engineers, Engineering Manager, 1 Assistant Director and 1 departmental admin. Hilton San Diego Bayfront has 1190 guest rooms/suites that will be undergoing an extensive renovation this coming December. Bayfront is a large convention property with over 160,000 square feet of meeting space and several food and beverage outlets.

What will I be doing?:

As Property Operations Director, you would be responsible for directing and overseeing the functionality and safety of the facility to protect the well-being of all guests and team members in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Direct and oversee the functionality and safety of the facility, including, but not limited to, physical buildings, mechanical equipment, electrical systems, heating and cooling systems, life safety systems and grounds according to federal, state and local regulations
- Conduct facility inspections
- Assign, verify and document completion of all routine maintenance and repairs in the property maintenance management system Direct, oversee and maintain required documentation for energy management and conservation and preventive maintenance programs
- Lead, manage and communicate information about capital projects and property rehabilitations, including, but not limited to, scheduling, budgeting and complying with contractor bidding standard

Obtain required licenses and permits to ensure full compliance with codes, regulations and safety standards

- Direct daily department operations including, but not limited to, guest service standards and initiatives, product quality, inventory management and cost controls, systems use and management, budgeting and forecasting, adherence to federal, state and local standards and meeting participation and facilitation
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, conducting counseling and evaluations and delivering recognition and reward
- Recruit, interview and train team members

What are we looking for?

Requirements:

- 3 years Director of Property Operations/Engineering experience at 500+ room hotel
- 500 room hotel experience or larger
- 5+ years total management experience
- Union team management experience
- Large chiller plant experience
- Steam plant experience
- Experience managing large capex projects
- Owner relations experience

Preferred Qualifications:

- High pressure steam boiler experience preferred
- Hilton brand experience a plus!
- 750+ room hotel experience
- High rise hotel experience- 20 floors or higher strongly preferred
- HotSOS software experience a plus!

Since being founded in 1919, Hilton has been a leader in the hospitality industry. Today, Hilton remains a beacon of innovation, quality, and success. This continued leadership is the result of our Team Members staying true to our Vision, Mission, and Values. Specifically, we look for demonstration of these Values:

- Hospitality - We're passionate about delivering exceptional guest experiences.
- Integrity - We do the right thing, all the time.
- Leadership - We're leaders in our industry and in our communities.
- Teamwork - We're team players in everything we do.
- Ownership - We're the owners of our actions and decisions.

background investigation results. Individuals in a SAFE position also must meet the Loan Originator requirements under Regulation Z (LO) outlined in the job expectations below.

Required Qualifications:

2+ years of financial services industry experience, through work or military, in one or a combination of the following corporate banking, corporate lending, consumer banking, consumer lending, business banking, small business, mortgage lending, investments, brokerage, or private banking; or 1+ year experience in a licensed financial services position

Desired Qualifications:

- Experience assessing customer needs and recommending products/services to fulfill those needs
- Experience solving customer problems
- Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies
- High motivation with ability to successfully meet team objectives while maintaining individual performance
- Experience identifying additional opportunities to recommend products and services to customers
- Experience mentoring and educating other branch team members
- Relevant military experience including working with military protocol and instructions, enlisted evaluations, officer/leadership reporting
- Relevant military experience including working in personnel benefits management, processing military personnel orders or transitions, wartime readiness operations, human resources or military recruiting

Job Expectations:

- Registration for FINRA Series 7 and 63 or 7 and 66 must be completed within a specified period of time determined by number of licenses to be obtained as well as job start date and will be communicated to the candidate upon offer acceptance. FINRA recognized equivalents will be accepted.
- State Life Insurance license requirements must be completed within a specified period of time communicated to the candidate upon offer acceptance. Compliance with state law requirements is required.
- Registration for FINRA Series 65 must be completed when required by the state in which the position is located. FINRA recognized equivalents will be accepted.
- Obtaining and/or maintaining appropriate Financial Industry Regulatory Authority (FINRA) license(s) is required for ongoing employment in this position. In addition state registration, specific product licenses or SAFE licensing may apply. Additional requirements include meeting enhanced financial fitness and criminal background standards. Wells Fargo will initiate the FINRA review process at the time of offer acceptance.
- This position requires SAFE registration at the time of employment. Wells Fargo will initiate the SAFE registration process immediately after your employment start date. The Nationwide Mortgage Licensing System (NMLS) web site (<http://fedregistry.nationwidelicensingsystem.org>) provides the MU4R questions and registration required for employment in this position.
- Individuals in Loan Originator (LO) positions must meet the Consumer Financial Protection Bureau qualification requirements and comply with related Wells Fargo policies. The LO qualification requirements include meeting applicable financial responsibility, character, general financial fitness and criminal background standards. A current credit report will be used to assess your financial responsibility and credit fitness, however, a credit score is not included as part of the evaluation. Successful candidates must also meet ongoing regulatory requirements including additional screening, if necessary.
- For specific FINRA qualification exams obtained after 9/30/2018, the Securities Industry Essentials (SIE) exam co-requisite may also be required

Disclaimer:

All offers for employment with Wells Fargo are contingent upon the candidate having successfully completed a criminal background check. Wells Fargo will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state and Federal law, including Section 19 of the Federal Deposit Insurance Act.

Relevant military experience is considered for veterans and transitioning service men and women.

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applications and business processes to help clients transform their legacy programs into proactive Secure.Vigilant. Resilient. TMcyber risk programs. Join the team developing the future state of cyber risk solutions. Learn more about Deloitte Advisory's Cyber Risk Services practice.

Qualifications

Required:

- 8+ years of experience with large enterprise resilience and recovery solutions
- Exposure to data backup & replication services such as tape-based backup, synchronous and asynchronous replication, SAN or database replication, and snapshot journaling.
- Exposure to recovery in virtualized environments including Cloud technologies, Wintel and Unix/Linux Infrastructure IT environments, software defined networks and Wide Area Network (WAN) principles.
- Understand current recovery solutions, high availability architectures
- Exposure to Multi-vendor operating systems platforms such as Microsoft, AIX Red Hat, Solaris.
- Exposure to Database technologies such as SQL, Oracle, Sybase, DB2.
- Experience conducting disaster recovery, business continuity, incident response, or cyber wargaming exercises.
- Experience directing DR, IT service continuity, cyber incident response/recovery, or business continuity (BC) program activities.
- Willingness to travel up to 80%
- BA/BS in information technology or related field or significant industry work experience

Preferred:

- Experience with Cloud technologies such as Amazon Web Services (AWS), Microsoft Azure, or similar.
- Experience with big data analytics such as Splunk, Teradata, Hadoop
- Experience in DevOps organizations
- Experience with advanced network designs such as zero trust networks
- Experience in Disaster Recovery as a Service (DRaaS)
- Masters Degree and/or Relevant certifications: CBCP, MBCP, ABCI, MBCI, FBCI, ITIL, PMP, or Certified Data Recovery Professional (CDRP)

How you'll grow:

At Deloitte, our professional development plan focuses on helping people at every level of their career to identify and use their strengths to do their best work every day. From entry-level employees to senior leaders, we believe there's always room to learn. We offer opportunities to help sharpen skills in addition to hands-on experience in the global, fast-changing business world. From on-the-job learning experiences to formal development programs at Deloitte University, our professionals have a variety of opportunities to continue to grow throughout their career.

Benefits:

At Deloitte, we know that great people make a great organization. We value our people and offer employees a broad range of benefits.

Deloitte's culture:

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. We offer well-being programs and are continuously looking for new ways to maintain a culture where our people excel and lead healthy, happy lives.

Corporate citizenship:

Deloitte is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our clients, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, skill-based volunteerism, and leadership to help drive positive social impact in our communities.

Recruiter tips:

Greater San Diego, CA Area

Full time

Brick and Mortar education is ripe for innovation, and this role will be critical in our mission to become a world class Online Program Manager (OPM). Integrating massive and complex systems, productizing software as a service (SaaS) capabilities, and modernizing the current IT capabilities for multiple entities are just a few of the critical activities this role will lead.

The Chief Technology Officer (CTO) will provide technology vision and leadership in the development and implementation of the Company-wide information technology (IT) program. The CTO will lead in planning and implementing enterprise information systems to support both centralized and distributed business operations in California/Colorado/Iowa/Arizona and achieve more effective and cost beneficial enterprise-wide IT operations.

Essential Job Duties:

- Provides strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the Company and its subsidiaries
- Facilitates communication between staff, management, vendors, and other technology resources within the organization
- Oversees the operations of the information system, including LAN/WAN

Responsible for the management of multiple information and communications systems and projects, including voice, data, imaging, and office automation

- Manages the design, implementation and evaluation of the systems that support end users in the productive use of computer hardware and software
- Familiar with all aspects of data, data security, warehousing, reporting, and data analytics
- Oversees and evaluates system security and back up procedures

Expectations:

- Align your team on the technology vision, define the metrics for how you will measure your team's success, and be accountable for the team's results
- Be forward looking enough to develop architecture, infrastructure and process to allow for continued uninterrupted growth
- Represent the engineering team to the leadership team, rest of the company and Board of Directors.
- Ability to effectively communicate complex technical details to the Leadership team
- Continuously improve our development process with a focus on quality, velocity and balancing delivering customer value with building for the future.
- Facilitate collaboration between Engineering, Product Management, Design, Support, Operations, and Customer Success teams, by helping to build relationships and ensure the right degree of process
- Champion a culture of continuous improvement, craftsmanship and being customer-obsessed.

Additional Job Duties:

Budget / Contracts:

- Approves, coordinates and controls all projects related to selection, acquisition, development and installation of major information systems for the Company.
- Provides advice on evaluation, election, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems.
- Evaluates systems to measure their success.
- Reviews all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate
- Develops and maintains corporate policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems
- Develops, when possible, master purchase or lease agreements for hardware, software, maintenance and telecommunication services
- Develops and monitors the approved annual operating and capital budgets for information and technology systems
- Maintains contact with IT suppliers and maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels.
- Evaluates alternatives, performs appropriate cost benefit analysis, and recommends solutions that maximize effectiveness and minimize costs commensurate with acceptable risks

- Manages relationships with vendors for sales, service and support of all information systems and technology Maintains problem logs, documenting system errors or defects.
- Serves as the primary contact to software, hardware and network-related vendors, consultants, and partners

Planning / Policy Development:

- Responsible for the technology vision and planning process that will regularly evaluate existing technology, information systems, and staffing, research new solutions and technologies and recommend changes
- Responsible for planning, development, evaluation, coordination and management of the information and technology systems for the Company. This includes telephones, data imaging, practice management systems, and office automation.
- Develops and enforces policy and procedures to ensure the protection of the Company's IT assets and the integrity, security and privacy
- Oversees the linkage between external technology systems and the Company's IT resources; including systems for electronic data exchange.
- Recommend changes to software applications based on analysis of their impact to all user requirements
- Gather and analyze changing requirements of users and develop effective and feasible ways to satisfy user requirements

System Administration / Reporting:

- Promotes and oversees relationships between the IT resources and external entities.
- Ensures that all information systems and networks operate according to internal standards, external accrediting agency standards, regulatory agencies and legal requirements
- Develops and maintains the systems architecture, defining standards and protocols for data exchange, communications, software and interconnection of network information systems
 - Coordinates and manages reporting needs and data analysis for the affiliate. Ensures that the gathering, processing, distribution and use of pertinent information required by management to make decisions occur in a timely, accurate and cost effective manner.
 - Manages the system that provides training and support to end users
 - Develop and maintain system recovery plan in the event of power failure, damage to system, etc.
 - Facilitate correction of any system failures, contact point for computer problems
- Oversee the development, maintenance, and communication of systems documentation, policies, and procedures

Leadership:

- Provide leadership, vision and management to the IT (BTS) Department
- Foster and promote collaboration among all members of the IT Department and Technology Services with other constituencies within the Company and its subsidiaries
- Ensure that information technology needs of all University constituents are being met

Minimum Requirements:

- Minimum of 15+ years of experience with increasing responsibilities for management and support of information systems and information technology, direct management of a major IT operation is preferred.
- Significant experience in a higher education setting is desirable, specifically in technology and information systems planning to support business goals.
- Experience should also include exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site systems environment as well as Cloud computing and services.

The ideal candidate will also have:

- General knowledge of business processes and their interrelationship gained through ten (10) or more years of related experience
- Ability to negotiate and defuse conflict
- 10+ years developing/delivering software solutions hands on
- 10+ years managing (or leading) software delivery teams, On & Offshore
- Previously held a CIO/CTO position at a growing company
- B2B SaaS experience
- Managed software delivery and application support team(s) experience
- Strong technical architecture experience, especially integration architecture
- Agile delivery
- Experience with Microsoft stack (.Net, Azure, etc.)

processes, procedures, and standards. Interface and act as a direct line of communication between all project stakeholders to develop and implement the Document Control Management System (DCMS) for projects within the Major Projects Portfolio. Facilitate training, answer questions or address issues regarding the DCMS. Ensure all project related records are coded and archived in accordance with the Company record retention policy.

- Provide direction to consultants/contractors on the development of new SharePoint and record retention solutions and improvement/enhancements. Develops requirements and project strategies and recommends most effective and cost efficient proposals. Analyzes proposed designs for practicability and compatibility with overall project, existing systems, policies and procedures. Responsible for implementing the overall document control strategy established by project requirements and contractual obligations.
- Acts as a subject matter expert on the use of the DCMS SharePoint sites and record retention policies and procedures for user base of over 1,500. Develops and implements document management processes, procedures, and standards.
- Manages the team that builds customized solutions to the DCMS SharePoint sites as needed. Advise project stakeholders including but not limited to Project Managers, Project Specialists, Engineering, Environmental, Regulatory, Public Affairs and collaborate with project teams and consultants on the requirements, development and implementation of Major Projects document control SharePoint and record retention solutions. Ensures a consistent record and document storage filing structure for the entire suite of project correspondence and technical documents for each project. Conduct and organize any necessary training. Manage new project rollout, including training project members, assigning permissions/access, site testing, etc.
- Manage, assign and monitor daily work activities for the document control team (internal direct report and multiple contract personnel). Develop and implement resource strategies based on project portfolio demands. Responsible for all aspects of employee and vendor team performance, engagement and leadership.
- Independently manage all budgets, contracts and invoices related to the DCMS and record retention program for Major Projects. Manage and approve contract changes, prepare and approve contract proposals, and approve vendor invoices.
- Ensures all content is designated as a company record or non-record (hard copy or electronic) and migrated into approved Company archived systems at the close-out of each project.
- Establishes and communicates departmental guidelines and procedures, and/or policies. Ensure compliance with all records storage and retention policies established by the Company and Major Projects Department.
- Controls the access administration to and organization of development and implementation of SharePoint DCMS project sites. Monitor the audit process for document permissions and access control for the DCMS. Reviews, analyzes and evaluates associated technologies such as taxonomies, metadata and data structures for electronic records including, but not limited to Shared drives, SharePoint. Manages the use of different platforms for accessing the DCMS, such as tablets for field employees.
- Performs other duties as assigned.

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