



Management Analyst

Banner Quality Management Inc. (BQMI) is searching for a **Management Analyst** to support the Naval Surface Warfare Center, Crane Division (NSWC Crane) located in Crane, Indiana. The right candidate will analyze business or operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. The Management Analysts collect and organize information on problem or procedures including present operating procedures and analyze data gathered, develop information and consider available solutions or alternate methods of proceeding.

BQMI is a small woman own business with headquarters in Friendswood, Texas. Our core values of Inspiration, Innovation, Excellence, Integrity and Trust assist us in aligning our tactical goals and objectives with our corporate strategy. We continue to surround ourselves with a network of people that also believe in these values and have the knowledge, experience, and ethics to push us to be the best possible team for our customers. Join our team of employees that are located all over the United States working on NASA and Department of Defense contracts.

Essential Duties & Responsibilities:

Support the development, review, and update of NSWC Crane strategic plans and related documents. As part of the strategic planning efforts, perform an analysis and comparison of various internal and external higher-level strategies and initiatives for the purpose of identifying objectives and goals to be incorporated into the plans to ensure alignment. Support the development, review and update of tactical plans intended to implement the overall goals and objectives of the various NSWC Crane strategic plans. Develop Business Plans, providing synopses of meetings, develop and give presentations, develop and maintain databases/spreadsheets, establishing priorities and research and provide analysis reports, coordinating and providing data call responses and evaluating and providing assessment of technical and nontechnical program reports. Perform special project analysis and provide recommendations in support of business planning related to developing future strategies and courses of action. Provide specific expertise and experience in realignment programs and organizational restructuring. Assist with realignment of workload and make recommendations. Support business planning meetings as required. Perform research and analysis related to the design, development, and sustainment of various management and organizational efforts. This includes customer and organizational portfolios, resource plan requirements, business and mission structure, products and product lines, and internal and external business and mission strategies. Provide research and analysis support to assist with the development of various decisional option papers (white papers) and provide recommendations to the Government in support of strategic planning initiatives and decision making. Provide project research for special project in support of the study of business, mission, and organizational concepts, strategies, and roadmaps.

Essential Skills:

- Ability to get/maintain a Secret DOD Clearance.
- Ability to develop and in-depth knowledge of Expeditionary customer set.
- Ability to review department strategic plans and documentation and provide feedback based on operational and political knowledge.
- Ability to understand Expeditionary department workload and initiatives and advise department leadership on strategic decisions.

Experience/Education:

- High School



- 5 -15 years of experience
- **Expeditionary Warfare experience strongly desired.**
- **Current/Past military experience strongly desired.**

Personality or self-management skills:

- Ability to interface with high-level customers and other employees in a respectful and professional manner.
- Detail-oriented with the ability to follow specific direction.
- Ability to manage multiple projects at once.
- Willingness to learn new tools, technologies, and systems.
- Self-motivated, self-starter
- Collaborative
- Strong analytical, planning, organizational and time management skills

To apply please submit a current resume and cover letter to:

Banner Quality Management Inc.
Human Resources
careers@bqmi.com

BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems. Proof of compliance with Federal Executive Order 14042 requiring Covid-19 vaccination is required.