



Banner Quality Management Inc. (BQMI) is searching for a **Strategic Analyst** to support the Naval Surface Warfare Center, Crane Division (NSWC Crane) located in Crane, Indiana. The right candidate will join the Corporate Operations team. The Strategic Analyst will be responsible for supporting the development, review, and update of NSWC Crane Strategic Plans and related documents.

BQMI is a small woman owned 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:

- As part of the strategic planning efforts, the Strategic Analyst shall perform an analysis and comparison of various internal/external higher-level strategies and initiatives for the purpose of identifying objectives and goals to be incorporated into the plans to ensure alignment.
- The Strategic Analyst shall support the development, review and update of tactical plans intended to implement the overall goals and objectives of the various NSWC Crane strategic plans.
- The Strategic Analyst shall provide program and planning support for the development of NSWC Crane business plans. Support shall include: developing and maintaining program/project plans, coordinating, and securing meeting requirements with attendees on/off site, providing synopses of meetings, developing and giving presentations, developing, and maintaining databases, establishing priorities and research and providing analysis reports, coordinating and providing data call responses, and evaluating and providing assessment of technical and nontechnical program reports.
- The Strategic Analyst shall prepare, review, revise, and maintain documents, including process, technical, quality, software and systems, operations, testing, and user documentation. The Strategic Analyst shall write for a variety of audiences, from non-technical to experienced personnel and shall gather customer feedback on documentation to improve understanding and usability. The Strategic Analyst shall gather and analyze technical and product/service information from various sources to document new or changing elements and communicate the information in a way that is engaging and understood by readers.
- The Strategic Analyst shall use communication methods that go beyond traditional documentation, such as videos, demos, digital tours, and other educational techniques. The Strategic Analyst shall support team collaboration efforts to plan, research, write, and revise printed and online documentation, including general overviews, user guides,

tutorials, instructions, process and procedures, training class materials, and other documents as needed.

Essential Skills:

- Ability to get/maintain a Secret DOD Clearance.
- Expert level communication skills
- Presenting experience
- Analytical skills

Experience/Education:

- Bachelor's degree in business or technical field.
- Financial/cost analysis
- Experience with databases.