



Job Title:	Functional Application Specialist
Client/Contract:	Office of the Secretary of Defense (OSD)
Security Clearance:	Active DoD Top Secret
Location:	Springfield, VA
Position type:	Full Time/Exempt
Schedule:	Monday – Friday

DUTIES AND RESPONSIBILITIES

- Provide setup and training for a database application to include setting up new users, file installation, and training
- Respond to technical and process issues reported by users of the system
- Interface with application team or IT for problem reporting and resolution
- Work with business team and management to in-process and load new work into the system and prepare it for processing
- Interact with end users to move workload through the internal application processes
- Resolve minor errors and problems with data entry and procedural issues
- Prepares and oversees final workflow process to finalize data upon completion
- Prepare and deliver weekly/monthly reports and custom data calls
- Provide organized feedback to management and developers based on user input
- Conduct application demonstrations to customers and other high-level staff
- Work with developers for custom report or query requests from management

QUALIFICATIONS AND REQUIREMENTS

- Active DoD Top Secret Clearance (SCI Eligible)
- Bachelor's Degree
- Excellent prioritization and organization skills, strong interpersonal skills, and excellent written and verbal communication skills
- Working knowledge of word processing and integrated software applications to include MS Access Database development

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