



Job Title:	BPI Project Manager
Client/Contract:	Office of the Secretary of Defense (OSD)
Security Clearance:	Top Secret required to start work
Location:	QualX HQ / Mark Center
Position type:	Full-Time/Exempt
Schedule:	1st Shift 0800-1600

OVERVIEW:

QualX is seeking a highly motivated and customer-oriented Business Process Improvement (BPI) Project Manager who will lead the implementation and sustainment of improving information access programs for a DOD customer. This role includes leading BPI activities for assigned areas, processing and analyzing data, successfully executing project management and solution implementation, and delivering sustained controlled results. The successful candidate will leverage improvement processes to drive next generation productivity improvements, while supporting all channels of business. The BPI PM will directly engage with key stakeholders to implement solutions that improve the customer management experience, while propagating continuous improvement methodologies, techniques, and mindset across the organization.

DUTIES AND RESPONSIBILITIES:

- Contribute substantive content throughout business process improvement and modernization efforts to reengineer methodologies and principles, including associated processes, technology, organization structure(s), skills, and organizational culture.
- Conduct research, evaluations, studies, and analysis with no guidance.
- Contributes substantive content to change management plans, reports, processes, business policy, regulations, and SOPs with minimal guidance.
- In-depth understanding of activity data modeling, transaction flow analysis, internal control and risk analysis, modern business methods, and performance measure techniques.
- Contributes substantive content to define requirements for information systems required to facilitate and support business process improvements, procedures, and with the development and application of organizational-wide information models.
- Develop budget estimates and resource estimates in support of business process reengineering efforts.
- Leverages industry best practices to plan, organize, and guide complex requirements using Commercial Off-The-Shelf (COTS) tools to develop and improve operational efficiencies.

QUALIFICATIONS AND REQUIREMENTS:

- Top Secret Clearance required
- Strong documentation skills and ability to write clear concise business descriptions with appropriate levels of detail
- College or University degree in Business or working equivalent
- Strong interpersonal and management skills, with ability to manage multiple people and projects in fast-paced environment
- Organize, lead and facilitate cross-functional project teams
- Strong understanding of DOD Policies, Procedures, and Customs
- Lean Six Sigma, Green Belt
- Knowledge of various process improvement tools and methodologies when designing BPI teams
- Master’s Degree in Business Administration, Public Policy, or Similar
- Project Management Plan (PMP) Certified