

Security/Export Specialist (West Palm Beach, FL)

Please apply at:

http://sikorskycareers.com/job_detail.asp?JobID=2549003&user_id

Description

Sikorsky Aircraft Corporation is a world leader in the design and manufacture of advanced helicopters for commercial, industrial and military uses. Sikorsky helicopters are used by all five branches of the United States armed forces, along with military services and commercial operators in more than 40 nations. Based in Stratford, Connecticut, USA, Sikorsky has outlying facilities in other Connecticut locations as well as in Florida and Alabama.

This position requires experience with the U.S. Government's industrial security rules and export laws, including the International Traffic in Arms Regulations (ITAR).

More specifically, responsibilities for this position require demonstrated familiarity and application of the National Industrial Security Program Operating Manual (NISPOM), which mandates the baseline industrial security requirements for contractors, classified storage containers and locking devices in the workplace, classified document control, visit requests, and communications security administration.

The position will be responsible for the following security functions: (1) assisting in processing all classified documents and hardware that arrive on site, including properly marking, storing, securing and logging information; (2) administering and maintaining the KMP list, personnel eligibility and access reports; (3) providing initial security briefings to all newly cleared employees; (4) administering and maintaining the classified contracts list; (5) administering security clearance processing for all facilities; (6) overseeing the SIMS system to ensure that all documents are properly recorded in the system and performing periodic cross checks to ensure SIMS and containers match; (7) administering the JPAS (Government system) to ensure that all cleared employees are properly in the system and changes or updates are made at the appropriate time; and (8) supporting the PSI Projection Surveys validation for all company Cage Codes for each year.

With regard to the export responsibilities consist of ensuring compliance with U.S. export laws and regulations, which includes (1) drafting, executing, and enforcing Technology Control Plans (TCPs) for foreign national suppliers and customers; (2) providing export awareness and TCP training on a regular basis; (3) managing and administering a high volume foreign national visitor process and providing guidance on tour routes and controls to prevent unauthorized visual disclosure of ITAR-controlled technical data; (4) providing guidance on, and ensuring awareness of, and compliance with, ITAR regulations and associated company policies and procedures, and export

license/agreement conditions/provisos applicable to the operations and activities performed at the facilities; (5) conducting export compliance assessments on a periodic basis, and investigations of potential violations as needed; (6) assisting in developing and drafting disclosures for submittal to the U.S. Government; (7) reviewing U.S. Customs and associated documentation for export of hardware and technical data.

Bachelors Degree required. Other advanced degrees including a law degree are a plus.

Minimum of 5 years experience in the security field. Prior experience working in a classified environment is required. Must be able to obtain and maintain a Secret clearance. Experience in export licensing and compliance matters preferred.

Excellent analytical, communication (verbal and written), organizational, and teamwork skills required. High energy, positive attitude, and good interpersonal skills required. Candidate needs to be a self starter who is able to work independently and in a high pressure environment while handling multiple assignments simultaneously.

The candidate for this position should be familiar with overall physical security issues as they relate to a comprehensive security plan that would include CCTV, intrusion alarms and the oversight of onsite uniformed security personnel and procedures. The candidate should also be familiar with visual disclosure issues associated with foreign nationals and ITAR controlled items. The candidate should be capable of performing security related investigations as required and act as a liaison with co-located on site security services to ensure a seamless overall security environment.

Position is located in West Palm Beach, FL supporting Sikorsky's Development Flight Test Center and Florida Assembly and Flight Operations facilities.

Relocation may be available.

United Technologies Corporation is An Equal Opportunity/Affirmative Action Employer.

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