

JOB TITLE: Quality Management Specialist**Job ID:****Job Location:** Contractor location**Job Category:** Engineering

Athena Technology Group, Inc. is a Service-Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state-of-the-art command and control and information systems that deliver critical network centric solution to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team. Please contact Richard Volz (703 489-8263) at info@athenatechgrp.com

Roles and Responsibilities: ATG is currently seeking a Quality Management Specialist to fill one full-time role in its Washington, DC metro area office. This position will support the Department of Veterans Affairs (VA), Veterans Experience Office (EVO), Multi-Channel Technologies' (MCT) Customer Information Services (CIS) Division. The Quality Management Specialist performs tasks related to promoting systems and techniques assuring the quality of products and services including the development of plans and programs for achieving and maintaining product and service quality throughout the product/service life cycle; monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and analysis and investigation of adverse quality trends or conditions and initiation of corrective action. Tasks may include employing quality management systems, tools, and techniques to help organizations transform, including, but not limited to ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria.

Soft Skill Requirements:

- Strong verbal and written communication skills
- Organized with strong attention to detail and quality
- Self-motivated with an ability to think on ones feet
- Eager to learn and self-sufficient

Qualification and Education Requirements:

- Bachelor's (BA/BS) Degree.
- Minimum 4 years of experience supporting Quality Management
- Proficient in Microsoft Tools Suite (Word, PowerPoint, Excel)
- Experience delivering projects in the VA giving them understanding and experience with full spectrum of Veteran data and VA OI&T processes is desired
- Exposure to CIS products desired- including Enterprise Veteran Self Services (EVSS), the VA Master Person Index (VA-MPI), VA/DOD Information Repository (VADIR), the Veteran Identification Card (VIC), and Vet360.
- Ability to obtain a NACI clearance