



Trident Technologies and
Consulting – Global, LLC

Operations Administrative Coordinator

Job Title: Operations Administrative Coordinator
Work Location: Coronado, CA
Position Classification: Full Time
Security Clearance: Active SECRET clearance

Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions. T2C-Global is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience in support of our Coronado, CA based customer.

Responsibilities

The Administrative Coordinator shall provide detailed administrative support of training and operations.

Specific duties include:

- Assist in coordination and de-confliction of scheduling, specific to NSWG-1 “Operations schools”.
- Complete DTS training and maintain DTS ODTA Permission level 0 and DTS Permission Level 5 Non-DTS Entry Agent.
- Assists students in generating DTS orders for Courses of Instruction (COI) attendance.
- Assist in identifying training supplies and equipment in support of COI’s.
- Assist in corresponding with SEAL Team Operations departments and individuals registered for COI’s to provide course schedules, coordinating instructions, COI directions and COI gear lists.
- Assist in coordinating logistics support for scheduled COI’s, to include roster completion, requests for medical personnel and vehicle support when the COI requires it.
- Recognize and capture lessons learned to improve effectiveness of training, maintain database of all training participants for each COI, manage database of COI critiques, assist with documenting after action reports by assigned due dates.
- Assist in tracking Operations budget. Assist in the preparation of weekly status of budget obligations and expenditures.

Qualifications

Required:

- **Current DoD Active SECRET clearance**
- Two (2) years’ experience planning, coordinating, and instructing SOF operators.

Supplemental Information

Special Conditions

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment, and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment



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Equal Opportunity Employment Statement

T2C-Global is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com