



Trident Technologies and
Consulting – Global, LLC

KEYMAT Management Infrastructure Operating Account (KOA) Clerk

Job Title: KEYMAT Management Infrastructure Operating Account (KOA) Clerk
Work Location: San Diego, CA
Position Classification: Full Time
Security Clearance: Active TOP SECRET clearance

Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is an Economically Disadvantaged Woman Owned Small Business (EDWOSB) 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 as a KEYMAT Management Infrastructure Operating Account (KOA) Clerk for our San Diego, CA based customer.

Responsibilities

The KEYMAT Management Infrastructure Operating Account (KOA) Clerk shall assist the KOAM or Alternate KOAM(s) with routine administrative account matters. The KOA shall sustain administrative operations within the KEYMAT Management Infrastructure (KMI) Operating Account (KOA).

Specific duties include:

- Execute routine administrative duties and assist KOAM/AKOAM with general file maintenance.
- Maintain TPI requirements after security containers containing TS KEYMAT have been opened.
- Assist in conducting page check and entering amendments/corrections to pubs
- Accompany/assist COMSEC personnel when picking up from CMIO or courier.
- Assist in packaging/shipping of RMA identified radios for repair/return.
- Sign receipt, inventory, and destruction reports, as a witness only.
- Prepare paperwork for inventories and inspections.

Qualifications

- **Current DoD Active TOP SECRET clearance**
- U.S. Citizen who possesses a current and valid U.S. passport, and maintain a valid U.S. passport for the entire period of performance of the contract.
- Possess a background in Electronic KEYMAT Management System (EKMS) or KMI.
- Possess and maintain a valid U.S. issued driver's license.
- Has proficiency in Microsoft Office, Microsoft Excel, and Microsoft PowerPoint.
- Physical Requirements: Work is sedentary in nature but requires walking, climbing of stairs, standing, stooping, and bending will be required. Position requires adequate eyesight for reading, adequate hearing for verbal communication and phone calls, and no debilitating medical conditions shall exist that would preclude operating in an austere environment or prevent regular work attendance.

Supplemental Information **Special Conditions**



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- 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

Equal Opportunity Employment Statement

T2C 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 POINT OF CONTACT

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