

Blue Force Gear, Inc. (BFG) is a family owned **tactical gear manufacturer** located in Pooler, Georgia. BFG is committed to attracting and retaining the best employees. In order to enhance our long term growth, we are seeking a results-driven **Command Information Resource Center Analyst** to provide technical and analytical work in support of the Command Information Resource Center.

Major Responsibilities:

- Acts as analytics subject matter expert
- Maintains an understanding of the technical and business solutions: optimized schedules, forecasts, and other tools and communicates service results to management
- Assists with gathering broad to granular information using newsfeeds, social media, and other available informational resources to obtain global, national, regional, state/local data to assist sales team and others
- Assists in preparing ad-hoc analysis
- Assists with site security and emergency communications
- Tracks status of team members on and off duty
- Assists in maintaining databases to retain, organize, and utilize information to assist sales team and internal departments
- Assists with cross referencing information to develop and strengthen sales leads
- Provides logistical and analytical support to the sales team
- Assists with tracking opportunities boards (fedbizopps.gov, sba.gov, etc.) and provides information to sales team
- Researches and obtains necessary data and information in support of business operations
- Prepares and maintains reports, dashboards, daily and monthly communications
- Assists in the implementation of technology solutions to support business information efficiencies and communications
- Assists in planning and directing the installation of application systems projects involving multiple departments and impacting more than one area
- Assists in mapping and designing work flow processes to accomplish internal and external customer solutions
- Assists with business resumption to ensure availability of business functions in the event of a disaster
- Assists with coordinating and monitoring company-wide tours and visitor flow
- Assists with preparation for major trade shows and meetings
- Attends annual trade shows, as needed
- Performs other duties as assigned.

Educational Requirements: Bachelor's degree in Business or related field, or a combination of education and experience.

Previous Experience: Minimum of three (3) years of experience in information resources/services, customer service, sales, military/law enforcement or related field.

Competencies and Skills:

- Demonstrates a strong drive for results
- Self-starter, highly focused, with ability to prioritize and handle multiple on-going projects
- Strong analytical skills
- Ability to think logically and exercise prudent judgement with decision making skills
- Ability to identify problems, analyze, and recommend solutions
- Proficient in Microsoft Office
- Effective time management, organization and multi-tasking skills
- Excellent interpersonal skills and an outgoing personality
- Excellent written and verbal communication skills
- Excellent team player
- Strict attention to detail
- Must be self-starter

Blue Force Gear, Inc. is an Equal Opportunity and drug free employer.

Please submit resumes BFGcareers@blueforcegear.com

Note: Responsibilities are subject to change at the discretion of the employer and do not establish a contract of employment – Blue Force Gear is an at will employer.