



Command Information Resource Center Analyst

Blue Force Gear is proud to design and manufacture the world's lightest and most cutting edge military equipment – all made here in the USA! We have a dedicated team committed to the mission of our nation's armed service, law enforcement, prepared citizen, and sporting enthusiast. Also important to our company culture is the spirit of "Always Better" – a quest for constant improvement both in the workplace and in your personal lives. In order to enhance our long term growth, we are looking for a **detail-oriented**, ambitious **Command Information Resource Center Analyst** to join our team!

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.

Education and Experience:

- Bachelor's degree in Business or related field, or a combination of education and experience.
- Minimum of three (3) years of experience in information resources/services, customer service, sales, military/law enforcement or related field.
- Knowledge of firearms, tactical gear, emergency response equipment and military terminology is preferred

Skills:

- Proficient in Microsoft Office Suite
- Excellent customer service communication skills
- Ability to converse with a wide range of consumers
- Self-starter with the ability to work independently
- Ability to work well under pressure and prioritize multiple projects
- Ability to interact effectively with senior management team and operations
- Strong analytical skills

Blue Force Gear is an Equal Opportunity Employer and promotes Drug Free Workplace

Submit cover letter and resume to: BFGcareers@blueforcegear.com

Note: The statements above are intended to describe the general nature and level of work being performed by those assigned to the job. This list is not intended to be an exhaustive list of responsibilities, duties and skills required of personnel in this job. 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.