



Seeking Senior Program Analyst

U.S. Citizenship and Department of Defense Secret Clearance eligibility are required

Transformation Systems, Inc.

Transformation Systems, Inc.(TSI) seeks a part time senior level Program Analyst in Tampa, Florida with sub requirement to other domestic locations as required. Position includes opportunity to increase full time. This is a career growth opportunity for the right candidate with the right combination of skill and initiative. Active full time clearance required.

TSI is a fast growth management systems engineering company of possibility thinkers helping leaders achieve their challenging enterprise transformation goals. We deliver proven solutions with a blend of expertise in industrial engineering, business management, organizational psychology and applied sciences. Our consultants drive cross-site, individual, group, and organizational improvement. Their capability and excellence paired with our unique integration of project management, relationship management and knowledge management.

TSI has extensive experience for helping our clients succeed in the customer 402 effort and for facilitating successful large scale technology transitions. This is a company that encourages culture, increase productivity, efficiency, effectiveness and responsiveness.

Position Description:

- Independently lead projects while collaborating with other project partners
- Create professional executive documents using MS Office and similar tools
- Facilitate and support Integrated Product Teams (IPTs), all sites, working groups, subteams, etc.
- Apply positive and active listening skills to capture key information in interviews and group meetings
- Collect and analyze data, interpret results, develop recommendations and conclusions for the customer
- Develop management information systems tools and methods to streamline business processes
- Participate in multiple weekly customer calls to capture, track and communicate progress on action items for various programs/other teams
- Develop and update customer customer reports and dashboards
- Develop and update dashboards on the customer's cloud based portal
- Facilitate for motivation and development of business processes and improvements across the program effort
- Facilitate strategic planning - from development through achievement of goals and objectives
- Review and recommend improvement to customer program documents
- Travel as required to support the customer - typically 1-2 weeks per quarter

Successful candidates will have:

- At least 7 years in a management or consulting position
- Experience with special operations or military, civilian or contractor
- Excellent communication skills - verbal, listening and written
- Ability to define solutions and implement a complex deliverable
- Presentation skills delivering written and oral findings to military, civilian managers and staff in a clear, concise, and persuasive manner
- Strong interpersonal, analytical, and problem-solving capability
- Advanced Microsoft Office skills, particularly Excel and Access, MS Project, Share Point and cloud computing
- Active full time clearance
- Bachelor's degree in Business or technical field
- Full acquisition experience, either employer or contractor
- Experience with business process improvement and strategic plan development

TSI offers a competitive compensation and benefits program including health, dental, life and company match 401k as well as flexible work schedules and continuing company culture recognized by the Washington Post as a Great Place to Work. Please apply at tsi@transformation-systems.com or email your resume, security clearance status and compensation requirements to tsi@transformation-systems.com.

About TSI: Possibility, leadership and innovation combined in Mike C. Wilson, Transformation Systems, Inc. (TSI) is a management systems engineering company that helps leaders and their teams realize their deepest ambitions within their current, challenging world in order that we can advance, defend and improve. We provide strategic transformation solutions, applying industrial and systems engineering principles and practices to the wide of operations groups. We have a commitment to help our customers realize their vision in the field of engineering, technology, work across business and industries. We are thought leaders with a passion to create a difference. Transformation Systems, Inc. is an Equal Opportunity Employer.