

## **3-M Instructional and Maintenance Subject Matter Expert**

Hager Development Group, LLC – Williamsburg, VA 23185

Hager Development Group seeks qualified and experienced 3-M Instructional and Maintenance Subject Matter Experts to provide administrative, technical, and operational to units under Commander, Navy Expeditionary Logistics Support Group. Contractor shall perform maintenance technician work, serve as a 3-M (maintenance, material and management) Subject Matter Expert (SME), Help Desk Support Provider, and limited training instruction.

### **Skills and Knowledge Required for the Position:**

Successful candidates shall have prior 3M (maintenance, material and management) experience/expertise. Applying the skills and knowledge normally associated with a Technical Writer; shall have at least two years' experience in writing Technical Manuals, directives or instructions and procedures as a minimum qualification for this position. Comprehensive Knowledge of Federal, State and Local security procedures is required. Extensive experience in Microsoft Office Suite is required. Knowledge is also required to properly organize, illustrate, and interpret course material to give expressions to the abstract principle and concepts associated with the subject matter, and to make substantive recommendations for changes to the course.

Specifically, all candidates shall:

- (1) Shall be willing to spend substantial time in a field training environment or on assigned travel (TAD or Mobile Training Team).
- (2) Shall have High School Diploma.
- (3) Shall be a U.S. Citizen (proof of citizenship required).
- (4) Shall be in good health and maintain a neat, clean and professional appearance.
- (5) Shall be able to obtain/maintain a SECRET or higher clearance.
- (6) Employees shall have a working knowledge of MS-Word, MS-Outlook, MS-PowerPoint, and MS-Excel.
- 7) Employees shall have a working knowledge of basic computer networking skills to include, but not limited to, hardware (switch, router, blade server, net app, fire walls) and software (Windows 10, Virtual Machines (VM) Ware, MS Shareware server, MS Server 2012, MS Scanner, MS Exchange Server 2016 (emails) and have valid/current applicable Cyber Security Work Force credentials.
- (8) Shall have valid Passport.

(9) Personnel shall have basic math skills and be able to use a calculator.

(10) Ability to manage multiple priorities, meet deadlines, exercise initiative in gathering, assembling, collate, and analyzing information for completion of projects.

(11) Shall be able to work independently.

- Monday to Friday
- 
- [hagerdevgrp.com](http://hagerdevgrp.com)