

Civilian Career Opportunities Business Operations

NSWC Port Hueneme Division

The Naval Surface Warfare Center in Port Hueneme, CA is looking for highly motivated individuals to join our team of skilled personnel. You do not need to enlist in the Navy to join our team! Ideal candidates are enthusiastic, look forward to hands-on experience, and are able to work effectively in teams. If this sounds like something you would be interested in, we'd love to hear from you!

WHAT YOU WILL BE DOING:

The most common responsibilities in the Business Office include all financial, people, and acquisition tasks. Analysts and Contracting Officer Representatives (COR) are assigned to line organizations (branch/division).

Finance:

Preparing, formulating, planning, analyzing, and tracking budget to plan; funds receipt/rejection, obligation and execution; cleanup of old dormant transactions; reporting/briefing variances or mitigation strategies

Administrative Support:

Customer service in various aspects of human resources such as hiring, promoting, staffing, evaluating, time & attendance, pay, travel support, and records keeping

Acquisition:

Assist Contracting Officer and the technical codes in planning, soliciting, administering and exercising financial, programmatic and technical oversight on contracts, task orders, and other procurements as nominated by the Department and appointed by the Contracting Officer

REQUIRED/ DESIRED QUALIFICATIONS:

High School Diploma is required. Experience or higher education (Bachelor's/Master's degree) is encouraged.

CAREER PATHS:

Lead Financial Program Analyst, Team Lead, Branch Supervisor, Assistant Business Operations Manager and/or Division Manager, Business Manager

OPPORTUNITIES FOR CREATIVITY:

Various opportunities for improvement, innovation, and creativity exist due to the Business Office's analysis and changing environment, the organization's path for continuous improvement, and continual advancements in technology/reporting.

OPPORTUNITY FOR TRAVEL:

0%-10% for most positions

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education opportunities (various schools)
- Standard tools (e.g., MS Excel)
- Appropriation Law
- Merit Systems Principles
- Other trainings related to finance and/or administration are encouraged or in some cases mandatory

OTHER OPPORTUNITIES:

Rotations and Mentorship

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office. The work does not require any special physical effort.

FOR MORE INFORMATION:

Contact prth.navsea.recruit@navy.mil