



At SafeNet, our goal is to employ the brightest and most talented people in the industry. With more than 30 offices worldwide and more than 1,100 employees, we know the importance of hiring the very best to make our company succeed. No matter what the job is—Tech Writer, Software Engineer, or Customer Service Rep—we’re always looking for our future leaders. If you’re seeking a challenging career and would like the opportunity to advance, then SafeNet may be right for you. SafeNet, get inside.

We are currently recruiting for the following position to be located at our facility in Danvers, Massachusetts.

## **Facilities Security Officer/Office Manager**

### **Summary:**

This is a hybrid position for Office Manager/Facility Security Officer. As the Facility Security Officer, the person will oversee all aspects of the site’s compliance with government personnel and facility clearance requirements, as dictated by the NISPOM manual. As the Office Manager, the person will ensure the smooth operation of the office, including the physical facility, office equipment, finance-related matters, and administrative support helping resolve issues encountered by the local team.

### **Qualification Requirements:**

**Education:** Associate in Science Degree, Business Management

**Experience:** 8+ years in Office Administration, Office Management  
Has completed FSO training and Certification. Prior FSO experience is plus. Must have an Active Government Security Clearance or the ability to obtain one.

### **Skills:**

- Communicate effectively with all levels.
- Excellent interpersonal skills.
- Strong ability to acquire and apply new information and skills.
- Experienced in working productively both independently and in a team-oriented environment.
- Experience with Microsoft Office applications (e.g. Word, Excel, PowerPoint, Outlook)
- Experience with the NISPOM manual
- JPAS experience

**Licensures, Certifications:** FSO Program Management Certificate from The Defense Security Service

**Essential Duties & Responsibilities** include, but are not limited to the following:

Office Management responsibilities:

- Maintain office infrastructure, such as equipment leases, and the condition of the physical facility.
- Interface with landlord, and contractors performing office maintenance and upgrades.
- Overall office support activities, including filing and file maintenance, data entry, office supplies purchasing and inventory.
- Maintain all incoming bills, mail, record keeping and filing of all bills and important documents.
- Plan office events, such as Holiday party, summer outing and various minor office luncheons throughout the year

Administrative responsibilities:

- Bills and expense tracking related to Danvers operations
- Telephone and visitor reception
- All mail functions, including package preparation, shipping, tracking and postal supplies
- General support for all departments
- Assistance with Travel arrangements for staff, if needed.

FSO Facility Security Officer Responsibilities:

- Oversee the implementation of the Department of Defense (DoD) National Industrial Security Program Operating Manual (NISPOM), which includes:
  - Planning and monitoring classified information systems and controlled areas;
  - Investigating and reporting security violations and adverse information reports with the cognizant security agency in accordance to general guidelines;
  - Coordinating general and program-specific briefings;
  - Coordinating information security and facility protection activities—some examples of activities are: Developing procedures for use of the closed area, and the handling of classified material; developing end-of-day check procedures; publishing a quarterly newsletter updating the team on good security practices; working with the ISSM and ISSOs who maintain classified computers, in preparation for DSS annual security reviews/audits.
- Participating in internal investigations as follows: conducts the investigation via interviews of those involved, and witnesses, document review, recreation of timelines, etc. Responsible for conducting the review, submitting any necessary reports to DSS, and to take any follow-up or corrective action.
- Establishing and maintaining working relationships with government customers;
- Process Security Clearance Applications (SF 86);
- Conduct security briefings (SF312) and process changes in security clearances (SF-562);
- Assist the ISSM and ISSOs in their roles regarding IS operations. The ISSM and ISSOs maintain the classified computer systems. The FSO works with these people to ensure a unified and cohesive approach to security is being

followed, across all classified systems, and across the entire classified work program (i.e. paper material, facility, as well as computers)

To apply for this position please send your resume to [humanresources@safenet-inc.com](mailto:humanresources@safenet-inc.com)

**SafeNet is an Equal Opportunity Employer**