

Ultra Electronics - USSI is a federal contractor/subcontractor, and an Equal Opportunity/Affirmative Action Employer. As such, we are requesting the priority referral of protected veteran candidates. . Ultra Electronics - USSI has one hiring location in Indiana. Morgan Booker, Human Resource Generalist, is responsible for hiring at this location and can be reached at jobs@ultra-ussu.com or 260-248-3559.

**INDIANA
WORKFORCE
DEVELOPMENT**



JOB ORDER FAX SHEET
Please Fax To The Office Nearest You
Fort Wayne: 260-745-7757

FEIN: 35-2062560
FEDERAL EMPLOYER IDENTIFICATION NUMBER

Company Name: Ultra Electronics – USSI

Street Address: 4578 E. Park 30 Drive

City, State, Zip: Columbia City, IN 46725

Are you a Federal Contractor or Sub-Contractor? Yes

Is there Bus Service to the Job Location? No

Is a Driver's License Required? No

CDL Endorsements Required? No

List Any Required License, Certification, Journey Card, etc...

MUST HAVE U.S. CITIZENSHIP

List type of Experience Required and the Amount of Experience needed:

- Must be a US Citizen with current DoD Security Clearance,
- Have a minimum 4 years work experience with Bachelor's Degree.
- Must be able to receive a Top Secret Clearance.
- Must have a strong security background combined with excellent organizational and documentation skills and the ability to work with all employees in the company.
- Must be able to accommodate occasional requests of an urgent nature, follow up on pending tasks, and maintain good security practices throughout the location at all times.
- Must have a professional demeanor, good interpersonal skills, ability to communicate effectively (both oral and written) and be able to deliver training presentations.
- On-call availability for alarm response required.
- Occasional travel is required.

Job Title: Facility Security Officer

Number of Openings: 1

Duration of Job: Over 150 Days

Annual Salary Range: \$ 55,000 \$ 85,000

Number of Hours Per Week: 40

Day of Week (i.e. Mon – Fri): Mon-Fri

Education Requirements: See Below

Minimum Age Required: 18

How Should The Job Seeker Contact You:

Submit resumes on-line: www.ultra-electronics.com/careers.php

Benefits: Health Insurance & Vacation

Job Description:

This Facility Security Officer will be responsible for:

- managing incoming and outgoing visit requests
 - managing personnel clearance applications
 - managing shipment of materials with appropriate wrapping procedures and controls
 - maintenance of secure area
 - monitoring and controlling appropriate access to restricted materials
 - periodic training of current and new employees
 - maintenance of audit and logging requirements for annual assessments
 - meeting requirements of an existing Special Security Agreement (SSA)
 - COMSEC requirements
 - developing and maintaining annual company security budget
 - maintaining the plant security including cameras, badges and security systems
 - keeping up to date on developments in the industrial security arena
 - collaborating with IT on cyber-network and information security
 - managing and supervising the Safety and Environmental program to include leading safety meetings, accident investigations, hazardous waste disposal, and recycling program
 - maintaining company's BATF license as a manufacturer of low explosives
 - developing new processes and procedures and make improvements to the security posture of the location, and where appropriate, elsewhere in the company
-