



**E&M TECHNOLOGIES, INC.**

854 Woodmoor Acres Dr.,  
Monument, CO, 80132

**Job title: Regional Director**

**Location: Washington DC**

**Security clearance Required: Top Secret**

**E&M is actively seeking a Regional Director** personnel in support of the United States Department of Justice (DOJ).

**Job Description:**

The Regional Director manages execution of the contract for all offices and operating locations within the individual's assigned area of responsibility. Individuals performing these services supervise each subordinate Office Manager.

**Required Experience:**

- Performance of services requires familiarity with analytical processes, legal assistance and directing multiple projects and tasks at multiple locations. Individuals must have progressive experience with data base management and automated office procedures.
- minimum of two years of recent experience in and familiarity with analytical process and legal assistance and eight years of supervisory experience are also beneficial to performance of services. Oral and written skills shall be sufficient to perform services.
- Ability to supervise each subordinate Office Manager;
- Ability to execute the Contractor's quality control program within assigned area of responsibility;
- Ability to recruit and hire all Supervisors/Office Managers in coordination with the Program Manager;
- Ability to hire all personnel within area of responsibility;
- Ability to execute the Contractor's training program within assigned area of responsibility;
- Ability to complete recruitment activities

**Required Education:**

- Master's Degree or four-year undergraduate degree recommended

E&M Technologies offers competitive salaries, medical benefits, and a 401k plan.

**To Apply for this Position:**

You must have the listed skills and experience in your resume to be selected for an interview. Send your resume to [emtech@eandmtech.com](mailto:emtech@eandmtech.com)