



E&M TECHNOLOGIES, INC.

854 Woodmoor Acres Dr.,
Monument, CO, 80132

Job title: Knowledge Manager

Location: Fort Bragg, NC

Security clearance Required: Secret

E&M is actively seeking a Knowledge Manager in support of the U.S. Army Reserve Command Knowledge Management Support Services.

Responsibilities:

- Oversees the content management and knowledge management processes
- Provide subject matter expertise in sharepoint management and implementation
- Enhance the useability and functionality of Sharepoint sites
- Identify Knowledge and Process gaps that impact operations and recommend/implement solutions to remediate
- Participate in creation/distribution of USARC social media content and newsletters.
- Assist USARC in Knowledge Management Policy and Governance

Required Skills:

- 6 years' experience in content management and its application across digital and non-digital platforms
- 6 years' experience in working with Sharepoint content and working with DoD collaboration tools
- 4 years' experience working in a DoD Staff Leadership position
- 2 years' experience working in Knowledge Management
- 2 years' experience in teaching and instruction
- Experience in PowerBI, milSuite, Strategic Management System (SMS), Task Management Tool (TMT), and All Partners Access Network (APAN) **highly desired**
- Must have working knowledge of JavaScript, CSS, and C#
- Completed Knowledge Management training
- US Citizen
- Establish Focus
- Training
- Change Management
- Oral Communication
- Written Communication
- Interpersonal Awareness
- Build Relationships
- Analytical Thinking
- Conceptual Thinking
- Technical Expertise
- Initiative
- Foster Innovation
- Results Oriented



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- Teamwork
- Customer Service

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to handle, feel, touch; reach with hands and arms; talk and hear. The employee is regularly required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds. The employee is frequently required to lift up to 25 pounds; and up to 50 pounds. The vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Education:

- Minimum of Associate Degree in Science, Technology, Engineering, and Math field.

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