ArcSource Group, Inc. is a certified Woman-Owned Small Business (WOSB) that delivers training, business operations and management related services to federal and commercial clients. We are seeking a **Lead Requirements and Test Support Program Analyst** to join our team of qualified, diverse individuals. We are looking for a candidate to provide technical support to the PMO on the Defense Logistics Agency Procurement Integrated Enterprise Environment (PIEE) contract. **This is a telework position.**

Responsibilities:

- Advise leadership on planning, testing, and implementing new software enhancements
- Identify and analyze new software Engineering Change Proposals (ECPs) and requirements to determine feasibility of the design, timelines, and schedule completion
- Assess and advise on potential issues related to costs, schedules, and performance
- Manage and coordinate Rough Order of Magnitude (ROM) with developers and ECP submitters and conduct team reviews and clarification meetings
- Coordinate, monitor, and conduct all requirements, design, planning, and demo meetings for each ECP in an agile release
- Ensure user and performance testing efforts and related activities are coordinated and managed efficiently and closely integrated with requirements definition, systems design, and development
- Collaborate with test partners to revamp the programs testing processes including functional, integration, backward compatibility, and performance tests
- Identify and analyze software bugs/ issues, research and identify requirements, and provide resolution options
- Collaborate with product owners and developers to define system issues, requirements, and plan of action for resolution
- Advise leadership on corrective actions related to software deficiencies and communicate results to members of the governance and user community including updates, statuses, issues, concerns, and risks as they arise
- Maintain situational awareness of all activity within the program and be able to provide quick responses to questions that come up
- Participate in various PMO meetings, provide support, input, and act as needed
- Capture meeting minutes quickly and accurately during meetings and while hosting meetings along with staying engaged and participating in the on-going discussions
- Track open actions/emails/RFI, provide follow-up, and ensure completion
- Develop and manage program documentation
- Manage program's configuration management tool for enhancements and release packages

Preferred Skills and Experience:

- Minimum of 5+ years of experience with the Procurement Integrated Enterprise Environment (PIEE) and the family of applications that reside within PIEE (WAWF, EDA, GFP, JAM, etc.)
- Proficient with software testing and program management/ governance
- Experienced with Agile methodology/ requirements in software development
- Advanced computer skills and knowledge and understanding of databases and software systems
- Good critical thinking and problem-solving skills
- Ability to multitask, prioritize work, and manage time
- Strong organizational and time management skills

- Effective and clear communication skills, both oral and written.
- Proficient in Microsoft Office skills, especially Excel and PowerPoint
- Ability to work independently and with a team and to adapt to changes quickly

Employee Benefits:
- Medical, Dental, & Vision Benefits
- Long-Term & Short-Term Disability, Life Insurance
- 401k Plan
- 3 weeks PTO and Federal Holidays
- Salary dependent on skills and experience

Working Conditions/Physical Demands:
- Work is performed telework at your home location.

Please contact: careers@arcsourcegroup.com

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.

ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.