**HR - Assistant Site Security Manager**

**RMC** (Roku Management Consulting) is a dynamic, service-disabled veteran-owned small business specializing in providing professional services to government and commercial clients. As a participant in the SBA 8(a) Business Development Program, RMC is committed to delivering excellence through innovative processes, exceptional customer service, and strong core values.

RMC offers expertise in human resources, information technology, and professional management solutions, with a focus on supporting the mission-critical needs of local, state, and federal agencies, as well as private sector partners.

Our team thrives on collaboration, diversity, and a shared commitment to solving complex challenges. At RMC, we value our employees as our greatest asset, providing a supportive and inclusive work environment that encourages growth, development, and career advancement.

Join us in making a difference through meaningful work, driving impactful results for the communities and clients we serve.

**Job Description:**

The Assistant Site Security Manager supports the Site Security Manager in day-to-day operations and serves as the acting manager in their absence. This role focuses on operational support, ensuring compliance with protocols, and maintaining the efficiency of security operations.

**Key Responsibilities**:

* Assist the Site Security Manager in overseeing DEERS/RAPIDS operations and ID card issuance processes.
* Monitor daily workflows and delegate tasks to Verifying Officials to meet operational goals.
* Ensure equipment such as printers and laminators is functional, conducting minor troubleshooting or coordinating repairs as needed.
* Conduct training sessions for Verifying Officials on DEERS/RAPIDS procedures and security requirements.
* Maintain accurate documentation and prepare reports on stock usage, system updates, and personnel activities.
* Provide customer service to Soldiers, civilians, and dependents, resolving issues related to Identification Management.
* Perform other duties assigned.

**Qualifications**:

* **Education**: High school diploma or equivalent (Associate degree preferred).
* **Experience**: Minimum of 2 years in DEERS/RAPIDS operations or security-related roles.
* **Security Clearance**: Active **SECRET clearance** required.
* **Skills**: Strong organizational skills, ability to work collaboratively, and technical knowledge of DEERS/RAPIDS systems.