Position: **MECM Administrator**

Education: B.S. in a Computer Information Systems or Business or a related field

Job Description:
The contractor shall have experience installing, managing, and upgrading Windows-based systems at an enterprise scale. Candidate must have experience working with SCCM and Intune to manage machine configuration, system updates, compliance checks, and application deployments.

Responsibilities:
- Serves as a POC for customer relations, acting as a SME in department-level working groups.
- Ensuring adequate program controls are applied to each task area, including scheduling, esource allocation, direction, cost quality control, report preparation, establishing and maintaining records, and resolution of customer complaints.
- Resolving quality, timeliness, and accuracy issues.
- Ensure CDRL quality prior to submission to the Government
- Adjudicating any contractor personnel performance issues with the TPOC and COR.
- Performing project management and business process development functions.

Qualifications:
- 2+ years of experience in Project Management in IT/Computer Network Operations field
- Skilled at producing technical documents and engineering diagrams, strong written and verbal skills, team focused
- Experience administering MECM and Intune in an enterprise environment