



Example of Intelligence Operations Specialist Job Description

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Our innovative and growing company is looking to fill the role of intelligence operations specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for intelligence operations specialist

- Analyze call volumes, arrival patterns, receipt trends and associated staffing requirements
- Managing the reporting and analytics platform(s) to ensure timely report deliveries to various operations functions
- Performing data analysis to identify trends and patterns to support strategic projects
- Taking on end-to-end responsibility of own projects and driving initiatives, sharing results with the team
- Liaise with group Data Science team to work on projects
- Developing and creating presentation decks to explain and brief stakeholders on data analysis, findings and recommendations
- Has extensive knowledge and experience in intelligence operations
- Advise Director and Deputy Director on major counterintelligence program issues to include budget, contracting and manpower
- Maintain comprehensive situational awareness of critical counterintelligence issues across the IC
- Develop and recommend performance metrics to assess CI program progress toward deterring, detecting, and disrupting FIE targeting of the cleared national industrial base

Qualifications for intelligence operations specialist

- Familiar with operations & maintenance practices of measurement products
- Good presentation skill in English
- Organized, independent and detailed oriented
- Kingsley Field, OR
- Other (Police Records Check Form DD-369)