

Emergency Operations Center Specialist (EOC Specialist) [5 positions]

The EOC-Specialist works in an Emergency Operations Center requiring 24/7 staffing. Receive information from the field and make appropriate notifications as required by Standard Operating Procedures. EOC-Specialist must adapt and function during time-urgent situations. The EOC-Specialist must have the ability to analyze data and organize it accordingly, and be an excellent communicator with the ability to speak and write clearly and accurately to senior level management. The employee will support security operations in crisis response and incident management. Shift work is required; flexibility in scheduling work hours is required.

Required Skills

- Draft concise, accurate situational reports, prepare and present briefing materials.
- Receive and communicate emergency messages, make appropriate notifications.
- Sort and prioritize operational email/call traffic and make appropriate notifications based on established criteria.
- Work as a member of a team to continuously improve operational effectiveness, improving SOPs, and delivering support to the customer.
- Compile and document information gathered through communication lines into documents to provided to decision makers.
- Work effectively with EOC and customer security staff.
- Provide support and emergency information to deployed personnel.
- Use Microsoft Office tools for analysis and communication.
- Direct the operation of video and computer presentations to facilitate presentations to upper management.
- Motivated, able to think in stressful situations, persistent and strong work ethic.
- Experience staffing an Emergency Operations Center or military operations center, is highly preferred.

Location: Houston, TX (in the Galleria Area)

Any individual who would like to respond to the advertisement can send a resume and cover letter outlining their qualifications and experience to jobs@tas-corp.com<<mailto:jobs@tas-corp.com>>.