

General Knowledge Manager

Location:	Open
Position Description:	SKS is always looking for quality Knowledge Managers to assist organizations with their knowledge management (KM) programs. Work with the organization to evaluate and understand KM performance gaps and recommend strategies for creating a more effective knowledge structure and improve knowledge flow. Develop and maintain business processes for knowledge and information sharing, including best practices and guidelines. Train facilitators and topic leaders on the use and functions of collaboration software, manage KM projects, and provide general KM expertise to the organization. Coordinate and conduct KM functional training and education to support the organization's missions and objectives. Facilitate or attend meetings, conduct briefings on KM, and produce short KM-related strategic communications documents.
Required Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree from an accredited institution. • At least 3 years of experience in KM. • Experience in KM methodologies, gap analysis, and learning need assessments. • Strong proficiency with virtual and collaboration/communication tools, and experience facilitating small groups and teams in virtual environments. • Exemplary verbal and written communications skills; strong proficiency with Microsoft Office products, especially Word, PowerPoint, Excel, and Outlook. • Strong proficiency with processes, systems, and software packages that lend themselves to information archival and retrieval (such as SharePoint, etc.). • Proven ability to conceptualize, design, and implement programs and activities in complex virtual environments. • Comfortable working with ambiguity and new concepts in an innovative and rapidly changing environment. • Ability to take initiative, share knowledge and information, express disagreements tactfully, and demonstrated ability to work in multidisciplinary project teams. • This position may require a background investigation. • Must be a U.S. citizen.
Preferred Qualifications:	<ul style="list-style-type: none"> • Master's degree preferred. • Prior military experience or extensive experience working with the military desired.
Closing Date:	Open

To Apply: Visit www.strategicKS.com and click on the **Careers** link at the bottom of the page.

About SKS

Strategic Knowledge Solutions, Inc. (SKS) is a service-disabled veteran-owned small business that focuses on knowledge management, organizational learning, and expertise development. SKS provides exciting growth opportunities for highly qualified and motivated individuals. We offer competitive salaries and outstanding benefits including a 401(k) plan, annual bonuses, and professional development programs. SKS is an EEO/AA employer.