



Program Management Analyst Junior

E3R Opportunity, San Diego, CA; Program Management Analyst Junior:

Job Description:

E3R is seeking candidates to fill a Junior Program Management Analyst. SubHDR APM Support. Under the oversight of more senior positions, assists the Government in performance of the following functional duties.

Functional Description:

- Conduct organizational studies and evaluations, design systems and procedures.
- Conduct work simplification and measurement studies.
- Prepare operations and procedures manuals to assist management in operating more efficiently and effectively.
- Apply analytic techniques in support of the evaluation of program/project objectives.
- Analyze requirements, status, budget and schedules.
- Perform management, technical, or business case analyses.
- Collect, complete, organize and interpret data relating to projects and programs.
- Track program/project status and schedules.
- Apply government-instituted processes for documentation, change control management and data management.
- Experience applying data management, data analysis, and data visualization.
- Experience in designing multiple data visualization techniques, and applying the most appropriate visualization tailored to various audiences.
- Specialized project management support experience with a Navy acquisition program or related/comparable project management support experience with Department of Defense (DoD) agencies.

Certification: DAWIA Level III in Program Management or equivalent (e.g. PMP)

Desired Knowledge, Skills, Abilities:

- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team member.
- Ability to learn and apply contracts management concepts to assigned duties.
- Working knowledge of the federal contracting process.

Security Clearance Requirement: Top Secret with SCI eligibility

Education Requirement: Bachelor Degree + 0 Years of Experience; or Associates Degree with 4 Years of Experience; or no degree with 6 Years of Experience

Travel Requirements: None

Place of Performance: San Diego PMW 770 Customer Site

E3R is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, age, physical or mental disability, national origin, citizenship, military or veteran status, sexual orientation, gender identity and/or expression, genetic information, or other status protected by federal, state or local law.



Salary Range: \$60,000 - \$78,000

Benefits: E3R has a comprehensive benefits plan which includes HMO/PPO Medical Plan Options, Employer Sponsored Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.

How to apply: Interested candidates who meet the qualifications above should respond with a cover letter "email", completed application and resume to HR@e3rinc.com .

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