



## Program Management Analyst Junior

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

### **Job Description:**

E3R is seeking candidates to fill a Program Management Analyst Junior position. Work will be under the oversight of more senior positions, assisting 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.

### **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.
- Ability to learn and apply project management concepts to assigned duties.
- No minimum years of relevant experience required.

**Security Clearance Requirement:** Active Top Secret or Active within the last 2 years, no exceptions

**Education Requirement:** Bachelor of Science from accredited college or university. Acceptable substitutions for Bachelor's Degree are an Associates' Degree plus four (4) years of additional relevant work experience OR six (6) years relevant work experience.

**Travel Requirements:** None

**Place of Performance:** NAVWAR HQ San Diego, CA

**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.

*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.*



**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](mailto:HR@e3rinc.com) .

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