



Program Management Analyst Mid

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

Job Description:

E3R is seeking candidates to fill a Program Management Analyst Mid. PMW 540 Operations Support. This position performs program management duties independently:

Functional Description:

- Manage all internal and external stakeholder data calls, assign them to appropriate divisions, and track to completion. Conduct organizational studies and evaluations, design systems and procedures.
- Coordinating with the knowledge manager and digitalization lead development of applications and dashboards to execute and measure internal administrative processes.
- Conduct work simplification and measurement studies.
- Prepare operations and procedures manuals to assist management in operating more efficiently and effectively.
- Assist the DPM in managing timekeeping for government employees.
- Shall provide technical and planning support for meetings and working groups. This support includes coordination of the meetings, drafting meeting agendas, setup and operation of VTC equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as assigned within the required schedule.
- Coordinate special events, meetings, conferences, and work groups. The arrangements shall be made in accordance with the required procedures and schedule. The Contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment.
- Ensure that administrative supplies are inventoried and maintained at adequate levels, and issue supplies to the office personnel. The Contractor shall prepare and present the Government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.
- Coordinate with HQ facilities personnel on all PMW 540 facilities issues.

Certification: DAWIA Level II 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.
- Need to have ten (3) years relevant experience

Security Clearance Requirement: Secret (TS/SCI preferred)

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.



Education Requirement: Bachelor Degree + 3 Years of Experience; or Associates Degree with 7 Years of Experience; or no degree with 9 Years of Experience

Place of Performance: San Diego PMW 540 Customer Site

Travel Requirements: Less than 10%

Salary Range: \$90,000 - \$115,000

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 apply via the following link: <https://www.ondemandassessment.com/o/JB-FAVKF5BLT/landing?u=1179041>

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.