

ACCEPTING RESUMES FOR:

OPC Integrated Master Scheduler

Overview of Duties

- Responsible for providing administrative and analytical scheduling support to the Program Management Office.
- Provide critical schedule details to both the Company Program Management team and Technical Support teams, which are geographically located throughout the United States and abroad.
- Research and analysis functions may include program tracking and forecasting, project evaluation and monitoring, maintaining compliance with government regulations, and performing scheduling and data analysis relevant to project tasks.
- Provide assistance to Integrated Product Teams (IPT) to organize and facilitate project planning activities.
- Develop an Integrate Master Schedule (IMS) through interactions with members of the IPT.
- Status an IMS via recurring interactions with members of the IPT.
- Provide timely schedule performance reporting to support decisions at various levels of the project organization.
- Facilitate the controlled change of schedule baselines including analysis, communication and documentation.
- Participate and provide input into Program Management Reviews (PMR), IPT meetings, and other program-related events.
- Compile project analysis and information into a portfolio level to support executive level briefs, facilitating Schedule Risk Assessments and Integrated Baseline Review processes.
- Develop large complex schedules through analysis of Contract Requirements and interactions with a team, customizing Gantt charts, calculating and analyzing the critical path.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.

Qualifications

- Ability to obtain and maintain a SECRET security clearance.
- Bachelor's degree in Engineering, Architecture, Construction or a related field, plus five years' experience planning, scheduling, and/or statusing projects desired. An equivalent combination of education and experience may be considered.
- Knowledge of the shipbuilding industry (detail design and construction processes).
- Experience in interpreting contract plans for scope of work, phasing, and contractual milestones. Earned Value Management Systems (EVMS) knowledge.
- Experience creating/managing schedules for a Government program (Coast Guard or Navy experience desired).
- Intermediate level to Advanced Microsoft Office Suite including Word, Excel and PowerPoint, and scheduling software such as MS Project or Primavera.
- Ability to effectively present information and respond to questions from management, government officials, and the public.
- Requires excellent written and verbal communication skills.
- Requires strong analytical and organizational skills.
- Ability to work both independently and as part of the project team with the ability to exercise diplomacy and tact.
- Ability to interpret Contract requirements and specifications.
- Ability to multi-task and manage multiple projects and priorities effectively.

Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

or in person at:

Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
Phone: (850) 588-3946

Eastern Shipbuilding Group Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required.



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