

# ACCEPTING RESUMES FOR:

## OPC Project Analyst

### Overview of Duties

- Provide administrative and analytical support to the Program Management Office.
- Provide critical data support to both the Company Program Management team and Technical Support teams, which are located throughout the U.S. and abroad.
- Research and analysis functions may include program tracking and forecasting, project evaluation and monitoring, maintaining compliance with government regulations, and performing any data analysis relevant to project tasks.
- Create detailed schedules and tracking matrices to support contract milestones,
- Direct and coordinate with project stakeholders to ensure quality deliverables are submitted in accordance with the Contract requirements,
- Provide metrics and tracking support on design contract deliverable submissions, and
- Provide detailed plans of action and deficiency reports for contract deliverable reviews to support the project objectives and schedules.
- Work with multi-system integrated product teams and conduct extensive reviews of various reports and documents to ensure they meet OPC specifications prior to submission to Government.
- 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.
- A Bachelor's degree in Business Administration or similar desired. A high school diploma or GED equivalence, plus three or more years providing administrative support at a high level required. An equivalent combination of education and experience may be considered.
- Experience in the USCG/DoD/U.S. Navy environment, particularly in providing program and administrative support to senior level management desired.
- Intermediate level Microsoft Word, Excel and PowerPoint experience plus a working knowledge of various web-based design and collaboration tools required.
- Requires the ability to rapidly obtain, sort, filter, and analyze large volumes of data for distillation into high-level reports.
- Requires strong working knowledge of standard office administrative practices and procedures.
- Requires excellent communication skills with the ability to effectively present information and respond to questions from management, government officials, and the public.
- Requires the ability to work independently and as part of the project team with the ability to exercise diplomacy and tact.

*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](http://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

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