

# ACCEPTING RESUMES FOR:

## Sr. Project ILS Project Analyst (Government Program)

### Overview of Duties

- Serve as Lead Integrated Logistics Support (ILS) provisioner for Eastern Shipbuilding Group, ensuring to ILS deliverables such as Provisioning Technical Documentation (PTD) and Reliability Center Maintenance (RCM), Ship's Information Book, ship outfitting of OPC ship is executed and managed properly.
- Lead interface to the USCG Project Resident Office and project oversight of the ILS subcontractors supporting OPC provisioning.
- Ensure critical data needed by USCG is delivered on time and with high quality.
- As project shifts to delivering shipboard deliverables, this individual will ensure schedule and execution is done to meet OPC contract.
- Provide reports to ILS Manager and OPC Program Manager for status of ILS deliverables.
- Review for technical compliance each deliverable from subcontractor and Eastern's team developed for ILS program and listed in J5/J7 of OPC contract.
- Assist in drafting materials for USCG reviews.
- Work on a collaborative Integrated Data Environment (IDE) and manage configuration of ship's baseline.
- Create detailed schedules and tracking matrices to support purchasing, logistic and construction ordering milestones.
- Provide detailed plans of action and deficiency reports for contract deliverable reviews to support the project objectives and schedules.
- Work with Design Leads to ensure action items and USCG deliverables are being identified, assigned, worked, and resolved in accordance with Contract requirements.
- Regular attendance a work and the ability to work flexible hours, including overtime, weekends and holidays.

### Qualifications

- The ability to obtain and maintain a SECRET security clearance.
- High school diploma or GED equivalent plus ten or more providing ILS provisioning, ship outfitting and ILS programs for either USN or USCG programs. A combination of education and experience may be considered. Experience in PTD and RCM highly desired.
- Advanced level Microsoft experience including Word, Excel and PowerPoint required.
- Ability to read and interpret documents such as general business periodicals, professional documents, Company policies/procedures, and governmental regulations.
- Ability to rapidly obtain, sort, filter, and analyze large volumes of data for distillation into high-level reports.
- Requires excellent written, oral, and presentation/ communication skills.
- Ability to work in a highly technical and fast paced detailed design and construction program environment.
- Ability to work both independently and as part of a team.

*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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