

# ACCEPTING RESUMES FOR:

## OPC Production Controller

### Overview of Duties:

- Assist Control Account Managers (CAM) throughout the monthly business rhythm of progress and cost tracking/reporting, to include doing any Progress/Earned Value data prep and analysis.
- Review status and forecast dates with CAM to make sure data is correct.
- Review hours charged with CAM to make sure they are accurate. Review Monthly Hours and Non-labor charges to make sure they are accurate.
- Keep track of timecard corrections and follow them through to completion.
- Analysis of past charges and trends including updating the monthly estimate to complete inputs.
- Collect the data needed to show which Work Packages are driving the variances. Enter in Corrective actions from CAMs and follow them through to completion.
- Baseline Change Request preparation and analysis. Attend any progress/team meetings scheduled by the CAM.
- Support weekly meetings to coordinate status from the CAMs and the Earned value management team.
- Support ad hoc request for information on the control accounts for which CAMs being assisted are responsible.
- Manage the input to a master schedule to establish sequence and lead time of each operation to meet production schedule and delivery date of marine vessel(s).
- Analyze production specifications and shipyard capacities to determine manufacturing processes, manpower, material, and tools, etc.
- Determine material, manpower, and equipment requirements to meet production schedule and customer expectations.
- Communicate with craft superintendents to determine status of assigned work.
- Expedite operations that delay production schedules and alter schedules to meet unforeseen conditions. Monitor jobs to ensure they will finish on time and within budget.
- Provide information needed for Earned Value Management reporting and assist the CAMs.
- Regular attendance a work and the ability to work flexible hours, including overtime, weekends, and holidays.

### Qualifications:

- Ability to obtain and maintain a SECRET security clearance.
- Graduation from high school or GED plus three or more years providing administrative support at a high level required; three or more years work experience in a manufacturing environment, finance or planning position desired. An equivalent combination of education and experience may be considered.
- Experience in the USCG/DOD/U.S. Navy or other government contracts environment, particularly in providing program and administrative support to senior level management preferred.
- Requires strong working knowledge of standard office administrative practices and procedures.
- Advanced level Microsoft Excel experience and intermediate level Microsoft Word, and Outlook required.
- Ability to read and interpret documents such as blueprints, safety rules, general business periodicals, professional documents, Company policies/procedures, and governmental regulations.
- Ability to multi-task and prioritize tasks with strict deadlines.
- Ability to effectively present information and respond to questions from senior management, employees, government officials, and the public.

*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:*

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13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Ave., Panama City, FL 32401  
Phone: (850) 588-3946

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