

# 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 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 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.
- 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.
- HS diploma or GED equivalent and three or more years providing administrative support at a high level required; a Bachelor's degree in Business Administration desired. An equivalent combination of education and experience may be considered.
- Experience in the USCG/DoD/U.S. Navy or other government environment, particularly in providing program and administrative support to senior level management preferred.
- Requires strong working knowledge of standard office administrative practices and procedures.
- Intermediate level Microsoft experience including Word, Excel and PowerPoint and a working knowledge of various web-based design and collaboration tools.
- Ability to read and interpret documents such as general business periodicals, professional documents, Company policies/procedures, and governmental regulations.
- Ability to effectively present information and respond to questions from management, government officials, and the public.
- 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 and the ability to communicate effectively and forge and sustain outstanding client-relationships while managing and executing multiple work streams.
- Ability to work both 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

*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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