

ACCEPTING RESUMES FOR:

Engineering Administrative Assistant

Overview of Duties

- Provide administrative and analytical support to the Engineering Document Control Manager.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.
- Create detailed schedules and tracking matrices as directed.
- Interface with other Company departments as required to ensure completion of all assigned duties.
- 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.
- Research and analysis functions may include program tracking and forecasting, project evaluation and monitoring and performing any data analysis relevant to project tasks
- Regular attendance at work and the ability to work flexible hours, including overtime.
- Perform other duties as required.

Qualifications

- HS diploma or GED equivalent and three or more years' experience of providing administrative support at a high level required. A strong working knowledge of standard office administrative practices and procedures required. An equivalent combination of education and experience may be considered.
- Experience in the USCG/DoD/US Navy or other government environment, particularly in providing administrative support to management preferred.
- Intermediate level Microsoft Suite experience including Word, Excel and PowerPoint and working knowledge of various web-based design and collaboration tools required.
- Ability to read and interpret documents such as 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 and the ability to communicate effectively.
- Ability to work both independently and as part of the project team with the ability to exercise diplomacy and tact.
- Ability to effectively present information and respond to questions from management.

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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