

# ACCEPTING RESUMES FOR:

## ILS Project Analyst (Government Program)

### 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 integrated Logistics Support (ILS) Support teams, which are geographically 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.
- Provide records to ILS Management and OPC Program Management for status of technical specifications for OPC Allocated Baseline purchases.
- Review against Bill of Material drawings, and DOORS requirements traceability.
- Validate OPC BOM against drawing bill of materials, support configuration management through updated configuration status reports and change management program.
- Assist in drafting materials for USGC reviews. Work on a collaborative Integrated Data Environment 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 and Design Leads to ensure action items and USCG deliverables are being identified, assigned, worked, and resolved in accordance with Contract requirements.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays. Perform other duties as assigned.

### Qualifications

- Ability to obtain and maintain a SECRET security clearance.
- Bachelor's degree in engineering desired, experience in the USCG/DoD/US Navy environment desired. An equivalent combination of education and experience may be considered.
- Advanced level Microsoft 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 a 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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