



## Acquisition Analyst Senior

### E3R Opportunity, San Diego, CA; Acquisition Analyst Senior

#### Job Description:

E3R is seeking candidates to fill an Acquisition Analyst Senior. Position will work on high-visibility or mission critical aspects of a given program and perform all functional duties identified below independently.

May oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific jobs as well as item listed below:

- Experience executing acquisition requirements (DoD 5000 series, applicable OMB circulars, Defense Acquisition Guide, DoD Guide to Planning and Scheduling, etc.) as demonstrated via application of each in the acquisition life cycle for ACAT and Non-ACAT programs and projects.
- Experience executing scheduling requirements (Integrated Master Schedule, Work Breakdown Structure, etc.) as demonstrated by developing and managing integrated schedules and scheduling products, and ensuring actual events are incorporated into the scheduling process.
- Experience with risk management as demonstrated by identifying risk drivers, dependencies, root causes, and developing risk mitigation / consequence management strategies throughout the program lifecycle.
- Experience developing acquisition documents such as the Initial Capabilities Document, Capability Development Document, Capability Production Document, Acquisition Strategy, Acquisition Program Baseline, Program Management Plan, Acquisition Decision Memorandum, Affordability Estimate, Analysis of Alternatives, Cost Analysis and Requirements Description, and Integrated Master Schedule.
- Specialized acquisition support experience with a Navy acquisition program or related/comparable acquisition support experience with Department of Defense (DoD) agencies.
- Prepare deliverables such as reports, briefings, and product visuals for assigned projects and programs.
- Monitor and report performance against plans to ensure that cost, performance, and schedule objectives are met.
- Analyze project and program-related problems and propose innovative solutions to address them.
- Develop project and program plans that support cost, schedule, and performance.

#### Desired Knowledge, Skills, Abilities:

- DAWIA Level III in Program Management or equivalent (e.g., PMP)
- Excellent oral and written skills.
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team.
- Ability to learn and apply project management concepts to assigned duties.
- Must have ten (10) years relevant experience.

**Security Clearance Requirement:** Active Top Secret or Active within the last 2 years, no exceptions



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**Education Requirement:** Master of Science from accredited college or university. Acceptable substitutions for Master's Degree is a Bachelor's Degree plus for (4) years of additional relevant work experience.

**Travel Requirements:** None

**Location:** NAVWAR HQ San Diego, CA

**Benefits:** E3R has a comprehensive benefits plan which includes a Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

**How to apply:** Interested candidates who meet the qualifications above should respond with a cover letter "email", completed application and resume to [morgan.henry@e3rinc.com](mailto:morgan.henry@e3rinc.com).

### Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6<sup>th</sup>, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.