



## Program Management Analyst Senior

### E3R Opportunity, San Diego, CA; Program Management Analyst Senior

#### Job Description:

E3R is seeking candidates to fill a Program Management Analyst Senior position. Work performed will be high-visibility or mission critical aspects of a given program and to 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 job.

- Experience applying data management, data analysis, and data visualization.
- Experience in designing multiple data visualization techniques and applying the most appropriate visualization tailored to various audiences.
- Specialized project management support experience with a Navy acquisition program or related/comparable project management support experience with Department of Defense (DoD) agencies.
- Conduct organizational studies and evaluations, design systems and procedures.
- Conduct work simplification and measurement studies.
- Prepare operations and procedures manuals to assist management in operating more efficiently and effectively.
- Apply analytic techniques in support of the evaluation of program/project objectives.
- Analyze requirements, status, budget, and schedules.
- Perform management, technical, or business case analyses.
- Collect, complete, organize and interpret data relating to projects and programs.
- Track program/project status and schedules.
- Apply government-instituted processes for documentation, change control management and data management.

#### 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

**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.



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**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.