

Project Analyst (PA-01-18)

General Summary:

ROH, Incorporated a technical services company, is looking for a Junior/Mid-Level Project Analyst to provide contractor project management, technical documentation, and logistic support to the U.S. Navy, Naval Sea Systems Command, Office of the Director of Ocean Engineering, Supervisor of Salvage and Diving in the Washington D.C. Navy Yard. Visit <http://www.navsea.navy.mil/Home/SUPSALV.aspx>

Candidate must have a current U.S. security clearance as well as great customer/people skills, exceptional work ethic and be a self-starter and detail-oriented. Position entails coordinating and accomplishing a variety of tasks pertaining to the Navy Diving Program including reports, publications, spreadsheets, websites, databases, presentations, documents, and meetings.

Specific duties and responsibilities include:

- Provide management support to biomedical development and diving programs. Support includes maintaining and processing financial documentation, budgets, reports; organizing and assisting with yearly program reviews, gathering required records, reporting on project status; and creating program briefs.
- Maintain information and databases on Navy salvage and diving operations. This includes preparing briefing presentations, maintaining operations database, analyzing and managing correspondence throughout the operation, and reporting operation status.
- Provide document support for various presentations, forms, and technical publications.
- Provide meeting and conference support including planning, logistics, hosting, and documenting minutes.
- Provide office administrative support such as facilitating website updates and assisting clients with MS Office software questions. Work on special projects as needed.

Clearance

Active U.S. security clearance required.

Computer Skills

Advanced knowledge of MS Office applications and Adobe Acrobat Pro.

Demonstrated ability to work complex MS Word documents

Experience with website content management

Miscellaneous

Typical hours: 7:00 a.m. to 4:00 p.m.

Work in government/client space at the Washington Navy Yard, D.C., near Metro

Parking not permitted on base for contractors; nearby monthly pay parking available

Some travel required

Resumes with Clearance Status and Salary Requirements should be sent to hrdept@roh-inc.com
Reference Position number in the email.