

Project Analyst (PA-01-24)

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 a U.S. Navy office at the Washington D.C. Navy Yard.

Candidate must be a U.S. Citizen.

Candidate should have 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 diving programs. Support includes maintaining and spreadsheets, budgets, reports and documents; 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, facilitating MS Teams and Sharepoint services, and assisting clients with MS Office software questions. Work on special projects as needed.

Clearance

Active U.S. security clearance highly desirable. Ability to obtain a clearance mandatory for position.

Computer Skills

MS Teams, Sharepoint, Onedrive.

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

A limited amount of parking is available, parking on the Naval Base is not guaranteed.; nearby monthly pay parking available and access to public transportation is readily available.

Occasional travel opportunities.

Resumes with Citizenship and Salary Requirements should be sent to hrdept@roh-inc.com

Reference Position number PA-01-24 in the email.