



Labor Category: **Management Analyst**

Primary Location: Patuxent River, MD

Essential Job Functions

- Analyzes project requirements in the areas of business and financial management including **program scheduling, critical path analyses and project support requirement determination**
- Directs impact studies, cost/benefit analyses, dependency models, and employs appropriate **project tracking methodologies;**
- Performs additional tasks related analyst/management functions to insure successful task **completion**

Skills

- Expertise in all areas of Microsoft Office (required)
- Strong knowledge of databases (a plus)
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision or work in a team orient environment
- Overtime availability (required)**
- Multi-Tasking ability**
- Problem Solver
- Communications proficiency
- Ability to deal with all levels of staff

Qualifications

- Active Security Clearance (**preferred**)
- Bachelor's Degree or HS Diploma and eight years of experience performing the foregoing **functions**
- Four Years of experience performing the foregoing functions
- Government experience (a plus)