

Job Purpose:

Providing consulting services, business development, resourcing support and accomplishes project objectives in support of Program Managers and Project Managers by planning and evaluating project activities, as well as producing logs, providing data to build invoices and producing deliverables for clients.

Duties:

- * Providing project management services in support of Program Managers and Project Managers in support of deliverables clients, producing logs and building invoices
- * Provides business development support to the Managing Partner in identifying opportunities and providing resume building and writing for proposals
- * Accomplishes human resource objectives by supporting the recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- * Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- * Meets financial objectives by supporting the forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- * Meets business development objectives by supporting the marketing company services; assisting in the proposal process; meeting with current and prospective clients and preparing marketing materials.
- * Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.* Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications:

Developing Budgets, Coaching, Supervision, Staffing, Project Management, Management Proficiency, Process Improvement, Tracking Budget Expenses, Self-Development, Planning, Performance Management

Job Type: Full-time

Salary: \$42,000.00 /year