

ESN, Inc. Job Description (Req #458)

Job Title: Sr. Program Analyst

Location: Berkeley Springs, WV

Job Posted: December 31, 2009

Job Closing: Until Filled

Principal Duties/Responsibilities:

- Provide support to NSWC PHD S15, the Aircraft Carrier Project Office.
- Create presentations, spreadsheets and/or detailed reports as needed.
- Review documents and provide recommendations.
- Perform research and prepare responses to various data calls.
- Assist the Program Manager in accomplishing the following:
 - Uploading programmatic documents, e.g., monthly reports, financial reports, and QSF/CMMI information, to the ESN SharePoint Library
 - Recruiting efforts.
 - Preparation of offer packages.
 - Preparation of ESN Quality Management and CMMI forms.
 - Maintaining Unanet budgets.
 - Consolidating monthly reports inputs into finished products
 - Updating deliverable tracking workbook and uploading to ESN SharePoint Library.
 - Maintaining uncompensated overtime cost savings spreadsheets.
 - Acting as an alternate for approving expense reports and timesheets.

Education and Experience:

Bachelors Degree and 6 years of programmatic experience OR; minimum of 12 years combination of college and applicable experience.

Must be able to obtain a Secret clearance.

Skills and Abilities:

- Possess excellent verbal and written communication skills.
- Proficiency with MS Office.
- Work well in a customer support-based environment.
- Work is generally performed in an office and will involve long periods of time at a computer.

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

EEO/AA/Vets/Disabled



Work Schedule:

Full Time

EEO/AA/Vets/Disabled

Qualified Persons Should Contact:

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