

# **Edwards Project Solutions Job Description**

## **ASSOCIATE PROJECT MANAGER with TS Clearance**

### **Job Number PM-0001e**

Edwards Project Solutions

Website: [www.EdwPS.com](http://www.EdwPS.com)

Primary Support Location: Client location in Washington, DC

For consideration, please email your resume to Brandon Davis at the following address:

[employment@EdwPS.com](mailto:employment@EdwPS.com) – No phone calls please –





### **Functional Responsibilities (summary):**

Candidate should be experienced in planning, evaluating, managing, tracking, analyzing and coordinating projects. Must have the ability to work with and support complex technical tasks, apply analytical problem solving methodologies and interface with contractor personnel. Ideal candidate will also have experience utilizing databases to manage information and respond to data-calls.







### **Detailed Position Description:**

Associate project managers are desired to support existing Federal Government clients in the location specified above.

Associate Project Managers report to the company Program Managers or to the Vice President and provide project management support services to the federal staff on a variety of technology-based projects. Specific responsibilities include:

-  Providing associate project management and scheduling support to the lead Project Manager in support of Federal Bureau of Investigation projects.
-  Responding to data calls and managing the incoming data.
-  Assisting with facilitated planning sessions to build consensus among project team members regarding specific task activities, task sequencing and task interrelationships within each project schedule.
-  Preparing project reports and presentations for program and project status meetings.

The preferred candidate will possess the following specific skills/clearances:

-  Proficient working knowledge of Microsoft applications (Word, Excel, Access).
-  A working knowledge of scheduling tools, such as Microsoft Project is a plus.
-  Strong organizational and communication skills.
-  Ability to absorb and manage large quantities of information in a fast paced environment.
-  Familiar with the principles and guidelines of PMI<sup>®</sup>.
-  Top Secret clearance is required.

This position could evolve into a Project Manager position based on job performance.

### **Position Type:**

Full-Time (W2) Employee with Comprehensive Company Benefits Package

### **Minimum/General Experience:**

Five (5) to ten (10) years of professional experience.

## **Educational Requirements:**

A minimum of a Bachelors Degree from an accredited university is required with a technology -based degree (e.g.: engineering or computer science) preferred.

## **About Edwards Project Solutions:**

Edwards Project Solutions (EPS) is a Hanover, Maryland based project management and systems engineering firm that analyzes, designs, implements and supports organizational and enterprise-level project management solutions for government agencies and commercial establishments. Through applying sound project management and engineering principles, methodologies, disciplines and training solutions, Edwards Industries enhances an organization's ability to control, monitor and gain insight into the programs and projects they manage.

With multi-tasking more common today than ever, and typical projects shorter in duration, organizations need the methodology, processes, discipline and toolsets to manage the variety of resources and skill sets flowing in and out of multiple projects. Organizations need to provide accurate, real-time status on these projects to stakeholders both internal and external to the organization for effective communication and reporting project performance measures. Edwards, cognizant of this need in the marketplace, has focused on support, training and enterprise-level engineering solutions that are based on a centralized "*Edwards Project Solutions Methodology*" for structure-disciplined project management. This *centralized* methodology allows Edwards to provide a holistic, full-service, cost effective and complete project management solution. Edwards' commitment to integrity, communication, and a structured discipline influences every project the company undertakes.

As a growing company that has been providing these services since 1997, Edwards Project Solutions seeks those outstanding professionals looking for a challenging and rewarding career to join our team. We are looking for qualified individuals who can combine their technical expertise with good communication skills to further strengthen our progressive team. For that ideal candidate, Edwards offers very comprehensive and generous employee compensation with a benefits package including full health and dental coverage, long-term/short-term disability, life insurance, a 401K safe-harbor profit sharing plan, personal leave, paid holidays, profit sharing bonuses, commuting cost reimbursement, and many other benefits.

Edwards Project Solutions is an **equal opportunity employer**.



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