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## DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

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### **PROJECT COORDINATOR**

DMR Consulting, Inc. is seeking a Project Coordinator responsible for the planning and organization of multiple delivery orders for products and services in support of Naval Surface Warfare Center Panama City (NSWC PCD). Candidates shall demonstrate a minimum of 5 years project management and supervisory experience. This position shall develop and Implement procedures for the Defense Logistics Agency (DLA) and other small contract bid coordination, technical data package reviews, cost projections, milestone schedules, quality assurance, testing, documentation, and compliance. Prefer candidates who have past DOD or military leadership past performance. The Coordinator must have experience to set-up the Warehouse operations, facility improvements, floor plan layout, equipment resources, inventory control, spare parts, kitting, and tracking of government furnished materials (GFM). Critical components of coordination require knowledge of manufacturing functions, production planning, procurement, and quality processes. The coordinator shall monitor subcontractor's scope of work, sole source justifications, and evaluation of services. Must be detail-oriented and understand technical data package drawings, product specifications, balance deadlines by sequencing project elements. Utilizes technology and software databases for monthly reporting and communication. As project lead, develop and maintain SharePoint Team site with required contract deliverable documentation including monthly status reports, asset inventory, and financials.

### **REQUIRED QUALIFICATIONS:**

- Must be U.S. Citizen
- Minimum Bachelors (BS) degree in Business or Technical field and 5 years of relevant experience. Eight years of specific military project management experience may be considered in lieu of a degree.
- Must complete background check and be eligible to obtain government security clearance.

### **BASIC QUALIFICATIONS:**

- 5 years' experience in project coordination or project management.
- Basic understanding of project management principles and experience applying them to a project.
- Ability to translate technical drawings, design specifications, and engineering changes in clear, concise language through excellent oral and written communication skills.
- Identifies resources and resolves problems in a timely manner. Gather and analyze information, develops alternative solutions.
- Proficient in computer software programs: Microsoft Office (Word, Excel, Outlook, Share Point, Teams, Power Point, Access).

**Submit resume, cover letter, and (3) professional references to [employment@dmrcinc.com](mailto:employment@dmrcinc.com)**

Full-time salary with excellent benefit package: 100% Paid Group Health & Life Insurance for Employees, 50% Paid Dependent/Family Health Insurance, 50% Paid Dental and Vision, Optional AFLAC Disability insurance, 3% Matching IRA, 10-Federal Holidays, and 15 days-Personal Time Off (PTO), Annual Performance Raise & Bonus program.

DMR is an Equal Opportunity Employer (EOE) hiring a diverse team members no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, and disability, or veteran status, as protected by federal, state or local laws.