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| **Date:** | **May 8, 2024** |
| **Position Title:** | **Program Analyst**  |
| **Department/Location:** | **Towers/ Midtown, OK**  |
| **Salary:** | **D.O.E.** |

**Primary Function:**

The role of Program Analyst is to facilitate the Program Manager and/or Director of Antenna Programs in the administration of the contract and meeting contract deadlines. Duties may vary depending on the milestone of the project at the direction of management.

**Essential Responsibilities:**

1. Provide administrative support to the program to include creating, inputting, and reviewing data from various sources.
2. Format and finalize documentation in MS Word, Excel, Project, and PDFs to send to customers.
3. Coordinates travel for team members.
4. Assist and support personnel in the development of Deployment Packages.
5. Prepare and submit documents required for Country and Theatre Clearances, base access, and local site entry lists.
6. Prepare and maintain detailed processes and instructions on the deployment and deployment training processes.
7. Prepare and coordinate travel requirements for deploying personnel.
8. Coordinate with team members to ensure that lodging and other arrangements for deployed personnel are arranged and communicated prior to deployment.
9. Work directly with Project/Program Managers to create and submit Personnel Assignment Notices
10. Assist FSO in coordination of CAC card issuance to employees and annual CAC Card renewals.
11. In coordination with Project/Program Managers assist with population of proposal pricing and creation of source documentation as it relates to travel and deployment costs and estimates.
12. Responsible for communicating with both internal and external customers in an effective manner.
13. Must be able to communicate effectively in the English language.
14. Perform other duties as assigned.

**Work Conditions:**

Employee will be working mostly within an office environment. Employee may travel to work site locations where employee will be expected to dress in appropriate manner to deal with clients and customers. Some travel will be necessary to meet the requirements for the positions.

**Job Requirements:**

*Minimum Requirements:*

* Ability to obtain a government clearance as a condition of hire.
* Proficient Office skills to include Word, Excel and Project.
* Detail oriented, ability to multi-task and manage time well.
* Self-Started with a proactive attitude to anticipate needs.
* Ability to shift priorities and demands and timelines while still meeting all expectations and deadlines.

**Preferred Qualifications:**

* + 3-5 years’ experience working in construction related industries, ideally with Department of Defense (DOD)
* 3-5 years’ administrative work experience.
* Experience with travel coordinating.
	+ General knowledge of DOD contracting.

**Please apply using UKG portal: https://secure6.saashr.com/ta/6179114.careers?ApplyToJob=554092662'**

**EOE AA M/F/Vet/Disability**