

## **PROGRAM SCHEDULER**

### **PURPOSE OF THE JOB**

As a member of the program IPT team the Program Scheduler will provide scheduling and coordination support. He/she will track deliverables and milestones, update complex schedule, and identify critical events and slippage.

### **WORKING KNOWLEDGE, SKILLS, AND ABILITIES**

- A minimum of a Bachelor's degree and five (5) years work related experience OR a Master's degree and three (3) years work related experience in a relevant technical discipline OR an equivalent combination of education and experience.
- This position requires exceptional MS Word, Project and Excel skills, project administration experience, analytical and problem solving skills as well as excellent written and verbal communication skills.
- Knowledge of Navy ashore and afloat systems strongly desired

US citizenship, Active Secret clearance required.