

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a Jr IMS Scheduler specialist to provide support to the Program Executive Officer Enterprise Information Systems Program Manager (PEO EIS)

Duty Location:

Washington, DC area

**Minimal travel may be required*

The IMS Scheduler will:

- Develop, monitor, and maintain project schedules and Integrated Master Schedules; evaluate and monitor the performance and efficiency of projects to ensure that project implementation is on target
- Work with stakeholder groups to obtain task completion status, as well as risk and issue data
- Prepare/support materials, logistics, and scheduling for internal and external stakeholder meetings
- Prepare presentation materials for management reports
- Develop and disseminate meeting minutes and serve as Action Officer
- Provide general documentation support

Required Qualifications:

- Minimum SECRET clearance
- Bachelor's degree from an accredited college or university
- Three (1) years of demonstrated experience in DoD Program Management for ACAT programs across the acquisition life cycle providing project scheduling support.
- Proficiency in Microsoft Project, Word, PowerPoint, and Excel
- Familiarity with SharePoint
- Experience with supporting acquisition programs
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Ability to collaborate within a team environment, while meeting strict deadlines and keeping the overall project on schedule



Task Number: PEO EIS PSS Opportunity
Title: Sr Acquisition Specialist

- Ability to both work in a fast paced and dynamic environment on short term projects and the ability to work on longer term projects requiring extended planning time
- Excellent customer/client management skills and techniques

Desired:

- Familiarity with Navy command organization structure
- Knowledgeable in use of Microsoft SharePoint