



Project Control Specialist

Banner Quality Management Inc. (BQMI) is searching for a **Project Control Specialist** to support the Naval Surface Warfare Center, Crane Division (NSWC Crane) located in Crane, Indiana. The right candidate will provide support to project managers with decision making analysis and project tracking for our NSWC Crane Government customer. The Project Control Specialist will provide risk assessments, and evaluates finances, analysis and controls, performance assessment, change management, project forecasting, and reporting on projects of various sizes and complexity. The right candidate will be a Microsoft Projects expert.

BQMI is a small woman own business with headquarters in Friendswood, Texas. Our core values of Inspiration, Innovation, Excellence, Integrity and Trust assist us in aligning our tactical goals and objectives with our corporate strategy. We continue to surround ourselves with a network of people that also believe in these values and have the knowledge, experience, and ethics to push us to be the best possible team for our customers. Join our team of employees that are located all over the United States working on NASA and Department of Defense contracts.

Essential Duties & Responsibilities:

Provides risk assessments, and evaluates finances, analysis and controls, performance assessment, change management, project forecasting, and reporting on projects of various sizes and complexity. Aids project managers with decision making that drives the successful completion of projects. Develops, implements, and maintains a project reporting and cost tracking system for the project that satisfies the needs of the project team, management, and client. Maintains, tracks, updates, and analyzes project schedules, progress measurement, cost estimates and variances, change orders, expenditures, risk and risk mitigation, estimated costs at completion, methodology, and management of change.

Essential Skills:

- Ability to get/maintain a Secret DOD Clearance
- Develops, implements, and maintains a project reporting and cost tracking system for the project that satisfies the needs of the project team, management, and client.
- Maintains, tracks, updates, and analyzes project schedules, progress measurement, cost estimates and variances, change orders, expenditures, risk and risk mitigation, estimated costs at completion, methodology, and management of change.

Experience/Education:

- High School
- Expert level of project control with 10+ years of experience
- Experience with MS Office Suite. Especially Excel skills.
- Expert in Microsoft Project

Personality or self-management skills:

- Ability to interface with high-level customers and other employees in a respectful and professional manner.
- Detail-oriented with the ability to follow specific direction.
- Ability to manage multiple projects at once.
- Willingness to learn new tools, technologies, and systems.
- Self-motivated, self-starter



- Collaborative
- Strong analytical, planning, organizational and time management skills

To apply please submit a current resume and cover letter to:

Banner Quality Management Inc.
Human Resources
careers@bqmi.com

BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.