



At SafeNet, our goal is to employ the brightest and most talented people in the industry. With more than 30 offices worldwide and more than 1,100 employees, we know the importance of hiring the very best to make our company succeed. No matter what the job is—Tech Writer, Software Engineer, or Customer Service Rep—we’re always looking for our future leaders. If you’re seeking a challenging career and would like the opportunity to advance, then SafeNet may be right for you. SafeNet, get inside.

## **Cost Scheduler Administrator**

Must be a U. S. Citizen

Reports to: Business Manager

Clearance: May be required to obtain

### **Summary:**

Works closely with Program Managers, WPM’s, VP of Finance, VP of Programs on providing analysis and supporting documentations for program schedules, resource loading, budgeting, forecasting for ongoing programs as well as for development for proposal / bid estimating.

Develops plans including budget and schedule to meet contractual/project requirements for several programs. Coordinates interdepartmental development of program schedules/plans. Interfaces with subcontractors, customers, and management as required. Monitors and reports performance against plans to ensure that contractual, cost and schedule objectives are met.

Prepares Critical Path and slack analysis. Experienced IMP/IMS preparation. Responsible for cost/schedule preparation, support reporting (CSSR/CPR/CFSR/EVMS) and analysis of variances. Requires support to cost proposals, monthly management program review charts, invoicing, funding analysis and interfacing with customers and auditors (DCAA and others).

Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met. Advanced skills with MS Project software required.

Preferred Experience with resource loading schedules.

### **Qualification Requirements:**

#### **Education:**

Bachelors Degree in related discipline.

#### **Experience:**

4-6 years work related experience.

**Skills:**

- Knowledge of EVMS, Scheduling Practices, strong database experience with consolidation/compiling and extracting of customized solutions/reporting. Must be a team player with good communication skills.
- Strong analytical and scheduling skills.
- Must be proficient with MS Project or equivalent, PCM/MPM/COBRA or equivalent performance measurement software, Excel, Word, PowerPoint.

**Essential Duties & Responsibilities include, but are not limited to the following:**

- Schedule Preparation and Analysis
- Proposal Support
- Resource & EV Analysis
- Customer Interface
- Misc.
- Audits
- Funding Analysis
- During peak times in department (annual budget preps and year end close) may required to assist others in department.
- Performs other duties as assigned.

Employees must be US citizens, without dual citizenship in another country.

Competitive salary and benefits package offered including bonus program, and 401(k) match.

Resumes are NOT accepted via mail, email, or fax.

Please apply to: <http://jobs-mykotronx.icims.com/jobs/1286/job>

**SafeNet is an Equal Opportunity Employer**