

Job Title: Program/Project Control Coordinator

COMPANY PROFILE

NikSoft Systems Corporation is a recognized Information Technology solutions provider. Founded in 1998 and based in Reston, Virginia, NikSoft is a CMMI Level 3 Certified company with an established reputation for excellence and on-time delivery with a consistently high customer satisfaction rating from its Federal Government and private consulting contracts.

JOB DESCRIPTION

We are seeking a full-time Program/Project Control Coordinator candidate to support a contract for a Federal Banking Regulatory Agency located in Arlington, VA. **US Citizenship is required for this position.**

RESPONSIBILITIES

- Provide support for a large information technology management program
- Work directly with the Program Manager and other senior managers
- Conduct activities to monitor cost, schedule, and quality for multiple projects
Prepare status reports and briefings to facilitate Program Manager's reporting requirements
- Develop and maintain MS Excel spreadsheets, MS Project Plans, and MS Visio diagrams to assist in project control activities for multiple projects under the program
- Design and configure spreadsheets including complex calculations and macros and the information gathering processes
- Develop and maintain SharePoint sites or other contract management portals with contract financial and status data
- Support customer and executive level meetings including scheduling, developing agendas, and reporting meeting activities

KNOWLEDGE AND SKILLS

- Expert knowledge of Microsoft Office tools to support the development and maintenance of MS Excel spreadsheets, MS PowerPoint slide presentations, and MS Word documents
- Experience with MS Visio and MS SharePoint
- Excellent written and oral communication skills and ability to interact with senior management

EXPERIENCE: 2+ years

EDUCATION: Bachelor's Degree

OTHER REQUIREMENTS:

- U.S. Citizenship Required
- Must be able to obtain a Public Trust security clearance
- Position requires background investigation and credit check

BENEFITS

- NikSoft's competitive benefits program includes comprehensive medical and dental care, 401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.
- NikSoft is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. For more information about our other openings, please visit www.niksoft.com.

HOW TO APPLY

- If you are interested in applying for this position, please send your *tailored* resume to jobs@niksoft.com