

**Seeking a GROWING company?
Interested in a career path to a Project Management career?
Desire BIG company benefits?**

If so, we need to talk!...

Located in Baton Rouge, LA, we are a meter reading technology company, focused on the successful development and deployment of Advanced Metering Infrastructure (AMI) technology and Smart Grid technology. We assist utility clients in deploying systems that will capture and utilize data more effectively and use that information to improve the performance of their business.

This is a high-growth industry. As a result, we are seeking qualified candidates focused on finding a challenging and stable opportunity associated with a newly-developing company focused on municipalities and investor-owned utilities (water, electric, and gas) throughout the U.S. and Canada. If you are ready to join our growing team, this may be the ideal opportunity for you!.

Project Analyst / Coordinator

In this highly-supportive and fast-paced role, we will rely on you to essentially serve as the right hand to our Project Managers. We will rely on you for the following:

Responsibilities:

- Project schedule development using CPM and PERT
- Project Performance Analysis using Earned Value
- Support weekly status communications across the company's project portfolio
- SharePoint administration across multiple sites
- Assist in enterprise level resource planning
- Provide support to Project Managers across the Portfolio
- Project server project plan maintenance
- Schedule meetings and publish meeting minutes
- Project document management

Qualifications:

Our ideal candidate will be a self-motivated, hard-working and intelligent individual capable of effectively multi-tasking and taking on additional responsibilities as needed. Exceptional time management, organizational and communication skills (both written and verbal) are a must.

Required skills and experience:

- 2+ years related project management support experience
- Proficiency in MS Office
- Ability to write reports and business correspondence
- Knowledge of CPM (critical path method) and PERT (program evaluation and review techniques) as they pertain to project management

Preferred:

- Bachelor's degree or higher
- Project management certification
- SharePoint and/or other project management software

Benefits:

We offer a competitive salary of \$45-60k (commensurate on experience) in addition to:

- Incentive plan
- Paid time off
- Medical, dental and vision benefits coverage
- Employee Assistance Program through Optum Care 24
- Challenging work and the potential for career advancement
- An environment where respect, satisfaction and hard work are valued!

To Apply:

To respond to this opportunity, please go to:

<https://insperity.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=64550>