



Contact:
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Project Manager Mid-Level Washington DC. Navy Ship Yard

Job Title: Project Manager Mid-Level Project Manager

DOD Clearance: **Must** have a ACTIVE Secret Clearance

Location: Washington, DC Metro Area (Washington Navy Yard) Telework is not an option

Education: Bachelor's Degree

Requirements: 4-6 years of client facing consultant experience in support of Acquisition Program Office (U.S. Navy experience preferred)

- Solid written and verbal communications skills with ability to interface at all levels of government personnel, DoD Contractors and Vendors
- Possess exceptional MS PowerPoint, MS Word, MS Excel and MS Project skills
- Ability to work in high-pressure environment
- Critical Thinker, Problem Solver, and Results-Oriented
- Certifications: None required; Information Technology Infrastructure Library (ITIL) Foundations, Version 3 preferred; PMP preferred

Key Role/Position Description: .In collaboration with vendors and service owners, develop, renew and provide feedback on Availability Plans (AP)

.Review and validate vendor analyses and recommendations

.Perform Availability studies in support of projects

.Develop and update project documentation to include standard operating procedures, readiness guides, process frameworks and work instructions.

.Develop and update project management plans/schedules and plan of action & milestones

.Update performance management metrics/scorecards/dashboards based on service level requirements and key performance indicators

.Facilitate and coordinate meetings, as required

.Prepare PowerPoint briefs, spreadsheets, and other artifacts as required

.Maintain AP portal site and version control

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Why Us? Titanium Cobra Solutions has built a sustaining reputation and customer expectation for embedding quality assurance methods and process improvement practices into all product and service deliveries.