

Project Manager

LAI

Gaithersburg, MD

LAI is seeking a **Project Manager (PM)** to support a local government contractor overseeing warehouse operation with the National Institutes of Health (NIH) located in Gaithersburg, MD. The **PM** will have the primary responsibility for overseeing warehouse operations and supervising personnel on NIH several worksites. The **PM** must comply and ensure compliance of all the company and Government regulations, policies, and procedures. The **PM** will serve as the main facilitator of business activities between the customer and the company of all services and quality controls for performance of work. The **PM** shall provide quality technical leadership support and assistance in coordination and oversight of logistics program projects, operational activities, and administrative support services rendered customers in performance of contractual duties and responsibilities.

Responsibilities & Qualifications:

- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews
- Project and process management to prepare and complete action plans
- Implements production, productivity, quality, and customer service standards
- Critical thinking. Resolves problems, identifies trends, determines system and/or record keeping improvements and implements change
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- Meets financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions
- Must have strong written and verbal communication skills
- Excellent organizational and analytical skills
- Strong interpersonal skills and extremely resourceful
- Mentoring and coaching

Education and Work Experience:

- Bachelor's degree in project management, business administration or related field.
- Eight (8) or more years of recent project management experience in government contracting and allocating project resources effectively. Also, must have experience working as an effective liaison with government personnel and other contracting staff members.
- Five (5) years or more of supervisory/leadership work experience.
- Proficient with project management spreadsheet and/or software.

Other Requirements:

- Must be an US Citizen
- Be able to pass a government background investigation and maintain the required security clearance level
- Security clearance level: confidential

Shift Availably & Schedule:

- Onsite/full-time (Monday to Friday)
- 8-hour (day shift)
- Duty hours: 7am to 3:30pm