



We are looking for a candidate to fill an opening with our company. Become a Revolver today! Apply online [www.revolvesolutions.com] or send your resume to us directly [info@revolvesolutions.com].

Job Title	Project Manager
Job Location	National Capital Region. Onsite participation is limited; virtual work arrangement is standard.
Employment Type	Full Time
Job Description	<p>Candidate will manage project teams involved with a DoD customer in the National Capital Region. This person will serve as Revolve's primary point of contact for this customer and will coordinate all staff schedules, workflow and deliverables to meet the contract requirements. The candidate will track each employee's hours and quality of work and providing updates to Revolve's corporate manager accordingly.</p> <p>Other duties include, provide regular and ad hoc updates on the project status and progress, coordinate with the government customer's contracting officer representative and technical representative for scheduling and logistics.</p>
Responsibilities	<ul style="list-style-type: none">• Plan and schedule large IT projects across a multi-faceted government organization• Build and maintain master schedule and individual project schedules• Direct and lead the work of technical/functional staff• Evaluate new IT strategies according to agency documentation and executive guidance• Ensure deadlines and cost targets are met• Maintain required project documentation• Liaise between business and technical representatives• Prepare briefing materials for the government lead• Host weekly team member meetings to measure progress and forecast new requirements



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- Responsibilities,
continued
- Author monthly status reports and deliver them to the customer on time Follow Revolve's quality assurance plan when developing products that will be measured against the contract deliverables
 - Report to Revolve's corporate manager regularly with updates and insights about the project

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- Desired Skills
and Abilities
- DoD Secret clearance is preferred.
 - Previous experience in project management or related fields is required.
 - 5 years working within a DoD organization or Federal agency preferred.
 - Experience with creating integrated master schedules using Microsoft Project is required.
 - Strong project management skills
 - Strong analysis and critical thinking skills
 - Deadline and detail-oriented
 - Strong leadership qualities
 - Team player and ability to work geographically separated from other team members.
 - Experienced in Microsoft Office 365 suite of tools with an emphasis on Teams, SharePoint, Excel, Word, PowerPoint, and Outlook.

Qualifying employees receive competitive health benefits (medical, dental, vision), retirement plan, disability coverage, among others.

Benefits

Company contributes 50% towards medical, 100% towards dental and vision. Revolve also contributes 3% safe harbor 401K funding towards the retirement savings. Profit sharing plan adds to each employee's total compensation.

Compensation Range

Salary is negotiable based upon the candidate's background, experience level, certifications.

Education

Bachelor's degree with minimum 5 years' experience required, or master's degree with 2- 5 years' experience. Business related degrees are strongly favored.



Licenses/Certifications	PMP certification preferred.
Security Clearance, Background Check	Secret clearance, either current or past, is required. For those who do not possess a clearance, a full background check and adjudication will be required.
Telework and Travel	Telework options exist. Mission travel is not expected. Local travel may be necessary in a limited capacity.