



IRONHAWK
T E C H N O L O G I E S

Delivering Decision Critical Data™

Position Title: Project Administrator

Company Overview

Ironhawk Technologies' (www.ironhawk.com) mission is to Deliver Decision Critical Data™ throughout the last tactical mile to the *tip of the sword* over narrow band satellite communication networks. Our advanced Java-based digital data management solutions are sold not only to the government, but also to intelligence-based and commercial organizations.



In this environment, we enable distributed and mobile organizations to share, synchronize and retrieve information across multiple platforms, databases, and networks. We accomplish these objectives by creating technology platforms, applications and services that improve the performance of our military communications and save lives in the operating theater.

Position Responsibilities

Ironhawk has an immediate need for a Project Administrator, reporting to the Program Manager. Specific tasking includes:

- Supporting the Program Manager in administering software development and integration projects for the Department of Defense.
- Using MS Project to managing project plans and the Work Breakdown Structure.
- Enforcing an orderly, progressive elaboration process subject to budget, schedule and scope constraints.
- Gathering statuses and using the Earned Value Methodology to report on progress to date.
- Coordinating activities with multiple sub-contractors, internal development teams, and customer-provided support personnel.
- Planning, preparing, executing, and documenting results of key project milestone events such as In-Process Reviews, Design Reviews, Acceptance Tests, status meetings, and others.
- Managing the action item log and risk registers.

Position Requirements

- 2-5 years' experience administering projects, with 2-8 years' total work experience.
- Mastery of MS Project, Excel, Outlook, PowerPoint, Word, and Visio.
- Basic understanding of Earned Value (EV) and associated reporting requirements.
- Basic understanding of and/or experience with Government contracting, including regulatory compliance and reporting.
- Familiarity with software development and/or software integration project models.
- College degree.
- US Citizenship, plus a United States security clearance or the ability to obtain one.

Employment Opportunity: Project Administrator



IRONHAWK
T E C H N O L O G I E S

Delivering Decision Critical Data™

Strongly preferred, but not required



- Experience working with the Department of Defense, particularly the US Army.
- BS Engineering or equivalent technical degree.
- Formal PMP training and/or PMP certificate.
- Experience with software development release cycles, configuration management, and large-scale software end-user deployments (50,000+ seats).

Equal Opportunity

Ironhawk is an Equal Opportunity Employer. Our hiring and employment decisions are based solely on your individual merit and your qualifications directly related to professional competence. Ironhawk does not discriminate on the basis of race, color, religion, national origin, ancestry, pregnancy status, sex, age, marital status, disability, medical condition, sexual orientation, gender identity, or any other characteristics protected by applicable Federal and/or state law. Ironhawk will also make all reasonable accommodations to meet its obligations under the Americans with Disabilities Act (ADA) and state disability laws.

How To Apply

Ironhawk offers a competitive compensation package, including comprehensive benefits (health, 401K, stock options and profit sharing). To be considered for this position, you must meet the minimum requirements as described above and forward your cover letter and resume online to jobs@ironhawk.com. Agencies: please note that Ironhawk is not responsible for any fees for unsolicited resumes.

