



## POSITION DESCRIPTION

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**POSITION:** Project Quality Analyst

**CLEARANCE REQUIRED:** Public Trust

**LOCATION:** Washington, DC

**RATE:** \$40.00/hour

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### The job responsibilities for this position are:

- » Monitor and coordinate the quality used within the project management life cycle by evaluating processes and procedures
- » Identify project risks and opportunities for improving processes
- » Assist in management of Quality Assurance of project deliverables
- » Assist in the change management process
- » Assist in the management of Standard Operating Procedures (SOP)
- » Assist Program Manager (PgM) and Project Managers (PM) with meeting minutes capture/dissemination
- » Assist the PgM/PMs with reporting functions
- » Possess knowledge of project management fundamentals
- » Knowledge in continuous quality and process improvement, and configuration management
- » Perform other duties as necessary

### Experience/Skill Required:

Excellent verbal and written communication skills

Excellent analytical skills

Expert in Microsoft Office applications

### Education Required:

B.S. Degree in related field

If you are interested in making a change or know of a friend who might have the required qualifications, please call us at 571.781.2266 Ext.1 or email us at [careers@carvermorgan.com](mailto:careers@carvermorgan.com).

Thank you for your time and consideration and have a great day.