

POSITION TITLE: Management Analyst

POSITION DESCRIPTION: This is a Full-Time (40 hours per week) position.

POSITION SUMMARY: The candidate will work in a contractor organization supporting the efforts of the Office of Fossil Energy of the U.S. Department of Energy (DOE), and directly support the manager of Environment, Security, Safety and Health (ESS&H). The candidate will support the ESS&H office and is expected to efficiently manage varied tasks and competing priorities including reviewing and summarizing regulatory-based technical data, writing memoranda and reports, supporting safety program audits and evaluations, and providing general assistance to promote safety and environmental excellence in the workforce. Key activities include:

- Conduct research and compile data to write technical reports and presentations.
- Review and edit various documents prior to publication.
- Track changes, monitor version control, and ensure that technical manuals and handbooks are relevant and current.
- Create, update, and maintain Excel spreadsheets and database records.
- Attend meetings and track action items to completion.
- Support the administration of Safety and Health Programs.

EXPERIENCE REQUIRED: Candidates must have a minimum of 0-3 years related experience in research and analysis, including proficiency in software applications such as MS Office, especially Word, Excel, and Power Point. Candidates will need to demonstrate the prior experience of providing clear, concise, and comprehensive technical reports and outstanding business communication skills (verbal and written). Candidates will need to demonstrate skill level which may require testing and / or provide previous work products.

REQUIRED EDUCATION/SKILLS: Candidate must have a Bachelor's degree from an accredited college or university. Candidate must have demonstrated excellent writing skills as well as solid interpersonal and communication skills. Candidates should be well-organized and able to work with a team as well as independently. Candidate must be result oriented and be able to work on multi-assignments in a fast-paced deadline-oriented work environment. U.S. citizenship required.

JOB LOCATION: This position is located in Washington, DC.