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# Example of Project Staff Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of project staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project staff

* Effective contract and interface management of partners, sub-contractors and suppliers
* Responsible for business development and supporting bid management of future opportunities
* Responsible for effective risk management and mitigation
* Able to act as SQEP assessor for project managers/engineers
* Able to undertake project reviews and management reporting
* Work with System Reliability team members and the GE vendor team to successfully execute the EMS Replacement project plan, on time and within budget
* Through formal training and hands-on experience, become proficient in all aspects of the GE PowerOn Reliance EMS product
* Participate in technical meetings and detailed gap analysis to ensure all requirements specified in the Statement of Work are met
* Provide training and knowledge transfer opportunities to other team members to ensure adequacy and depth of engineering support for reliable 24x7 operations
* Participate in site setup, user training, hardware/software installation, maintenance and support, and documentation of hardware/software logs and operating procedures

## Qualifications for project staff

* Bachelor’s Degree in Construction Management or Engineering and/or the equivalent in relevant work experience
* This role can be located in San Ramon, CA or New Orleans, LA
* Bachelor of Arts or Science in Technical or Business field
* A Bachelor’s Degree in Computer Science, MIS or equivalent education/experience in a related discipline is required
* 2-5 years of Accounting experience (3 years minimum in specified industry)
* Must be willing to work out of an office located in Atlanta, Baden, or Budapest