Our growing company is hiring for a program management support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for program management support

- Assist government customer with planning and oversight of ongoing FMS programs, to include monitoring, and analyzing program activities, ensuring program teams are abiding by regulations, policies and procedures related to FMS cases and are aligned to requirements
- Assist with the draft and execution of FMS Letters of Offer and Acceptance (LOA) in response to Letters of Requests (LORs), P&As, offer amendments and Modifications, and to ensure compliance with Defense Security Assistance Management Systems (DSAMS) regulations, government leadership and country/case requirements
- Shall provide administrative and analytical support for the USAMRIID project portfolio
- Supporting the NGA Total Asset Management (TAM) Program to ensure a cohesive agency-wide program addresses Monitors and coordinates program resource allocations
- Assisting the government with TAM Program Management (Cost, Schedule, Performance, and Communications)
- Resolving Property Plant and Equipment (PP&E) weaknesses identified during the independent audit
- Identifying where NGA's PP&E weaknesses relate to both FISCAM and FISMA controls
- Assisting with the developing and delivery of senior level management briefings

- Responsibilities include but are not limited to Patient Reimbursement HUB, Financial Support Programs, Case Management Support and related patient support programs

Qualifications for program management support

- Minimum of an Associate Degree, or equivalent professional/work experience
- Vendor / Supplier Risk Management
- Bachelor's degree in Business Administration or a related field and 8 years of job related experience on projects of similar size and scope or equivalent
- At least five years of experience with Microsoft Project required
- Experience in program management and its associated processes & toolsets
- Fully fluent in the art of program management and its associated processes & toolsets