Project Administrator

CTC Technology & Energy – Kensington, MD

Sophisticated consulting firm offers high-prestige work and high quality of life.

CTC Technology & Energy (CTC) offers a challenging work environment combined with reasonable hour expectations and emphasis on lifestyle. To build our growing team, we seek a highly motivated and self-reliant Project Coordinator.

Salary range **$45,000-60,000** based on experience and qualifications.

The following factors matter to us:

1. You are self-directed, highly motivated, and interested in learning;
2. You value independence and quality of life, and being treated with respect by your employer and colleagues;
3. You seek a challenging, exciting job and co-employees (and customers) with the same vision;
4. You are interested in collaboration and accomplishment;
5. You want to work hard while working without feeling your employer is expecting more than your best or more than 40 hours per week.

Summary

The Project Administrator will be responsible for facilitating, reporting and analyzing. Helping to prepare financial reports, providing status updates relating to budgets, schedules, and resources, reviewing and managing contracts, coordinating activities and resources related to all projects and liaising with clients to identify and define project requirements, scope, and objectives.

Desired Skills and Experience

The following experience for this position matters to us:

1. You have two to five years of experience in project management (a PMP certification is a plus);
2. You have a bachelor's degree in Business Administration or related field;
3. You have a demonstrated understanding of project management practices and tools to create, manage, and track project performance, cost, verify scope;
4. You are detail-oriented, analytical, and can demonstrate critical thinking and problem solving skills;
5. You have excellent organizational and multitasking skills;
6. You have excellent written and verbal communication skills;
7. You have a strong working knowledge of MS Office toolset;
8. You have experience with MS Access and other database applications;
9. You are motivated to provide project support as directed.

About this company:

CTC is a vibrant, fun, exciting workplace with some of the most complex networking projects in the country. These include metropolitan area fiber networks, nationwide fiber access architectures, developing national broadband policies, planning the implementation of the FirstNet public safety wireless broadband network, and deploying new generations of wireless technologies.

We want to hire superstars who do amazing work.

We hire only people who meet our standards for both seriousness of purpose and commitment. You must show us that you have high integrity, ability to meet deadlines, maturity, and flexibility. And we'll expect you to provide evidence of appropriate presentation and writing ability.

If you are the right fit for us, we can offer you unique work situations—if you need flexibility in hours, we can accommodate that, and we have many employees who telework. All options are possible for outstanding, motivated employees.

If you are interested in this vision of the workplace—and in joining an amazing team of motivated engineers and project managers, send us your resume and salary history.

Competitive salary and benefit package/Equal Opportunity Employer.

Background: CTC Technology & Energy (CTC) is an established, 30-year old, growing independent communications and IT engineering consulting firm. We work at the highest levels on cutting-edge communications networking projects for public sector and non-profit clients throughout the U.S. Current projects include long-term fiber optic and wireless regional communications interoperability initiatives in the Washington, DC area, funded by the U.S. Department of Homeland Security, design and implementation of wireless networks, engineering design and business modeling and project oversight for broadband networks, and advising the federal government.

We offer comprehensive expertise in the following broad, evolving areas:

-Designing and implementing metropolitan area fiber optic and wireless networks
-Designing and optimizing network architecture
-Coordinating the planning and design process with policymakers and first-response professionals
-Developing public/private partnerships in broadband communications
-Public Safety Wireless Communications
-Homeland Security Planning and Networking
-Intelligent Transportation Systems (ITS)/Traffic Communications
-Broadband Communications Networking

-Engineering Analysis for Siting of Wireless Communications Facilities
-Communications Network Performance Evaluation

Location: Kensington, MD with clients nationwide

- Compensation: Salary based on experience and education
- Principals only. Recruiters, do not contact
- Please, no phone calls about this job
- Please do not contact job poster about other services, products, or commercial interests