

This is an Engineering Management Analyst fulltime position. The position in this field is to conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies and prepare operations and procedures manuals to assist the organization. This includes gathering and organizing information about problems and procedures in our engineering related projects, programs and operations to be solved or improved; interviewing personnel and conducting onsite observations to determine the methods equipment and personnel that will be needed; analyzing financial, engineering and other relevant data and reports; developing solutions and/or alternative practices; recommending new systems, procedures, methodologies and organizational changes; preparing recommendations for implementation of new systems, procedures, methodologies or organizational changes; making recommendations through presentations and written reports.

Essential functions:

- Work collaboratively with peers is a must.
- Must be fluent in English, both written and oral.
- Must be fluent in Romanian, both written and oral.
- Must be fluent in Spanish, both written and oral.
- Must be fluent in French, both written and oral.
- Require Bachelor's or higher degree in Business Administration in Management or closely related discipline.
- Must have experience in the engineering field.
- Excellent writing skills, data collection and sorting, generating and developing reports.
- This position requires travel within the county, state and contiguous US.
- The actual tasks performed by Engineering Management Analyst may vary.
- Not all duties are necessarily performed by each employee. Employees may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Physical Demands and Working Conditions:

- Mobility to work in both, a standard office environment and outside environment, use standard office equipment and attend offsite meetings.
- Standard office environment requires in an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties is required on the office environment.

Qualifications:

Require Bachelor's or higher degree in Business Administration in Management or closely related discipline.

At least 7 years previous work experience in the field of Business Administration and or Project Management is required.

Clear Driving License Record and background check.

Drug Tests performed periodically

We welcome US Servicemen and veterans