

Job Description

Program Planner, Senior

Melbourne-Mnemonics-Inc.

US CITIZENSHIP REQUIRED

SUMMARY

Responsible for developing, maintaining, and controlling Integrated Master Schedules (IMS) and associated cost and performance data for complex engineering-driven programs. This role supports proposal development and program execution through disciplined planning, critical path analysis, earned value performance measurement, and integrated baseline management.

The position partners closely with Program Managers, Engineering leadership, Finance, and Cost Account Managers (CAMs) to ensure technical scope, schedule, cost, and risk are fully aligned throughout the program lifecycle. This individual has the responsibility and authority to perform the assigned tasks listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, maintains, and controls resource-loaded IMS in accordance with PMI and industry scheduling best practices.
- Prepares resource loaded schedules (with estimated cost and price detail) associated with proposed non-recurring effort in direct support of various requests for proposal (RFP).
- Establishes schedule logic, dependencies, milestones, and ensures Critical Path Method (CPM) networks align with engineering workflows.
- Prepares variance reports on all cost accounts to include both financial and schedule variances. Provides an assessment of the cause of each variance.
- Ensures schedules accurately reflect engineering scope, deliverables, integration activities, and verification/validation milestones.
- Works closely with all division departments in the preparation and evaluation of cost accounts and budgets.
- Serves as a planning and scheduling expert to engineering and technical leadership.
- Assists PMs and CAMs in establishing work packages and budget phase allocation.
- Prepares/analyzes schedule variance (SV), cost variance (CV), and performance indices.
- Aligns engineering work packages with control accounts and program baselines.
- Incorporates risk-based scheduling principles, including schedule margin, risk drivers, and uncertainty considerations.
- Collects, maintains, and reports financial and schedule data for all active proposals, programs, and direct-cost accounts within the division.
- Performs other related duties as assigned by management.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Requires an excellent understanding of program accounting principles as they apply to program management, G&A, overhead and fringe accounts. Must be able to prepare, maintain and report on various capital budget and expense accounts. Requires a minimum high school education with a strong preference for an accounting and/or managerial college degree (including MBA). Ideal candidate will have 10+ years of progressive experience in program planning, scheduling, and cost control, preferably in engineering-focused programs. Due to the sensitivity of customer related requirements, U.S. Citizenship is required. Must be able to obtain and maintain a DOD Secret Clearance. A successful background investigation is required for this position.

MEASURABLES

- Preparation and presentation of reliable and accurate information.
- Meets pre-arranged and independent agreed upon schedules.
- Maintains a good working relationship with all division personal.
- Proficiency with scheduling and financial tools (e.g., Relevant, MS Project, Primavera, or equivalent).
- Strong analytical and communication skills with the ability to translate technical data into program insights.

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace Salary: \$40-50 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

About Mnemonics, Inc.

For over 45 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website <https://Mnemonics-inc.com> fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.

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