Opportunity Title: ORNL Project Management/Project Controls ECP Post-Bachelor's Business Associate
Opportunity Reference Code: ORNL18-62-OIPM

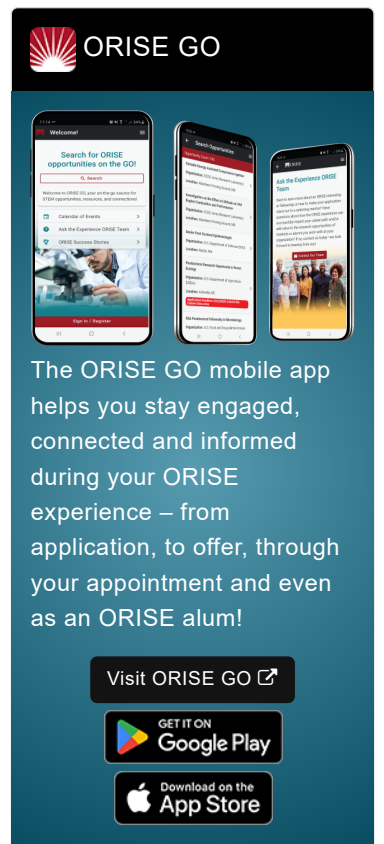|	
Organization	Oak Ridge National Laboratory (ORNL)
Reference Code	ORNL18-62-OIPM

Description This position is for an entry-level project controls associate to provide project management support for the Exascale Computing Project (ECP) at Oak Ridge National Laboratory. The mission of the Exascale Computing Project is to accelerate delivery of a capable exascale computing ecosystem that will provide breakthrough solutions to address America's most critical challenges in scientific discovery, energy assurance, economic competitiveness, and national security: https://www.exascaleproject.org/.

Major Duties:

- Support ECP focus area leads with use of teak and milestone tracking tools (JIRA/Primavera).

- Attend technical meetings in ECP focus areas to distill/report project status.

- Support ECP focus area leads to ensure project elements are completed on time and within budget.

- Coordinate lead researcher input for various meetings and reports and dashboards.

- Provide support for various financial services including but not limited to budget development, cost tracking, financial report reconciliation, and SAP queries.

- Participate in the ECP memorandum purchase order (MPO) process by creating requisitions, providing MPO content, coordinating communication for MPO requirements and tracking ECP MPOs with ECP partner laboratories.

- Facilitate gathering and maintaining of the basis of estimate documentation, perform ad-hoc activities as directed by the ECP Project Office Director and/or the ECP Project Controls Manager.

- Provide day-to-day support to the project with schedule and cost maintenance and status, forecasting, and conducting what if analysis.

- Assist in gathering, editing, compiling, and generating month reports on project status and performance.

- Support project preparations for various independent project reviews and status meetings.

Qualifications
- Bachelor's degree in Project Management, Business Management, Construction Management or related field received within the last three years required.

- Understanding of Project Management Body of Knowledge (PMBOK) principles required.

- Oracle Primavera experience preferred.

The ORNL Postgraduate Research Associates Program is administered by Oak Ridge Associated Universities through its contract with the U.S. Department of Energy to manage the Oak Ridge Institute for Science and Education (ORISE).

Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Bachelor's Degree received within the last 36 month(s).
- **Discipline(s):**
  - **Business** (2 👁)

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