

# Accents Jobs

<https://accentsjobs.com/job/921/>

## Task Lead/Manager

### Description

We are looking to hire a Lead/Manager for a client in Vienna, Virginia. The candidate will be responsible for administrative support. They will also be responsible for preparing and maintaining documentation needed by the department.

### Responsibilities

- Participate in meetings and tasks as directed.
- Coordinate the meetings, prepare presentations, document discussion items, and incorporate decisions and data into program documents.
- Prepare electronic, or hardcopy materials as required for meetings. These meetings may be held at a range of various levels within the Organization.
- Supervise and manage personnel under this department.
- Coordinate contractor onboarding, security coordination, and other contract administrative requirements.
- Develop Project Management Plan (PMP) which outlines the program management, risk management, and communications for all tasks and deliverables.
- Serves as the primary interface and point of contact with the Program Manager and client management.
- Addresses all project issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services.
- Performs day-to-day management of overall contract support operations, involving multiple projects and groups of personnel at multiple locations.
- Organizes, directs, and coordinates the planning and production of all contract support activities.

### Qualifications

- Maintain the required TS-SCI clearance.
- Knowledge of project management supports complex studies.
- Ability to lead multiple employees over multiple skilled positions.
- Bachelor's degree (BA or BS).
- Minimum five (5) years of experience in a relevant position.
- Demonstrated written and oral communication skills.
- Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance, and business analysis.
- Strong organizational skills and ability to manage multiple or competing priorities.
- Strong analytical and problem-solving skills.
- At the discretion of the client, specialized experience may be substituted in lieu of specific educational requirements.

### Hiring organization

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### Employment Type

Full-time

### Job Location

Vienna, Virginia

### Date posted

June 18, 2024