

Junior Scheduler

El Segundo, CA

ZIN Technologies, Inc. is a federal contractor. Pursuant to Executive Order 14042, Federal contractors and subcontractors with a covered contract will be required to conform to the workplace safety protocols which include COVID-19 vaccination of covered contractor employees, except in limited circumstances where an employee is legally entitled to an accommodation (i.e., disability, sincerely held religious beliefs, etc.).

Description

ZIN Technologies is seeking a Junior Scheduler to join our customer in El Segundo, CA, to support the MSEIT efforts.

The MILSATCOM Systems Engineering, Integration, and Test (MSEIT) effort provides leading edge Systems Engineering & Integration (SE&I) for the Air Force's Space and Missiles System Center. We support the Air Force's acquisition of state-of-the-art Military Satellite Communications systems, providing global secure, survivable, and protected communications for our nation's warfighters. We seek technical individuals who will thrive in a highly collaborative work environment of small teams, using the most modern tools and methodologies to tackle the challenges of integrating complex space and ground communications systems.

Responsibilities:

- Using Microsoft Project support the management of a realistic and executable Integrated Master Schedule (IMS) for the program, incorporating data from multiple sources such as Integrated Product Teams (IPTs) planning, program partner schedulers and subcontract schedules
- Support the management of detail and master schedules, analyzing and maintaining critical paths, summary level schedules.
- Support and participate in monthly schedule briefings on program status and program health for both internal and external customers including executive management team
- Participate in monthly CDRL deliveries to the customer of the IMS and related documents, utilizing the DI-MGMT-81661 Integrated Program Management Report (IPMR) process

Requirements

- **US Citizenship and the ability to obtain a Secret clearance are required for the position**
- **Proof of COVID-19 vaccination, except in limited circumstances where there is a legal entitlement to an accommodation (i.e., disability, sincerely held religious beliefs, etc.)**
- BA or BS degree in Business or related discipline
- Familiarity with Microsoft Project scheduling software, Full Monte, Milestones Professional
- Familiarity with developing and maintaining one pager summary level schedules
- Familiarity with scheduling processes such as using scheduling software, Confluence, utilizing planning and scheduling best practices, Planning & Scheduling Excellence Guide (PASEG) and the DCMA 32 guidelines
- Comprehension of managing schedules, while analyzing and maintaining critical paths, summary level schedules, integrating subcontractors' schedules, and schedule risk assessments (SRAs)

Preferences

- Familiarity with managing and integrating sub-contract schedules
- Exposure to the aerospace industry
- Potential to get certification for PMI Scheduling Professional (PMI-SP) or PMI Project Managements Professional (PMP)

About Us

ZIN Technologies, Inc. is an award-winning AS 9100 registered small, disadvantaged business (SDB) headquartered in Northeast Ohio. Established in 1957, ZIN is a leader in providing advanced engineering services and product development solutions for NASA, DoD, and private industry.

ZIN provides full lifecycle development of aerospace systems including design, development, engineering, integration, test, evaluation, orbital operations, systems modeling, simulation, verification, and validation. The flight hardware lifecycle spans concept definition, design, development, fabrication, verification, integration, launch, operations, and data processing.

We offer expertise in multi-discipline engineering, system and product development, production, and research and technology development. ZIN'S engineering capabilities include systems, mechanical, electrical, fluids, propulsion, structural, thermal, integration and test.

ZIN has a strong heritage in the areas of Space Operations including payload operations, space communications, navigation, and network reconfigurable testbed. ZIN supports exploration systems (ORION, SLS, ISS, commercial vehicles) and space technologies (advanced communications, power, propulsion, cryogenics).

Our award-winning 200+ person organization consists of scientists, engineers, designers, and technicians. ZIN employs an integrated performance-based management approach, providing experienced people, proven processes and tools and exceptional cost, schedule, and technical performance while identifying and managing program and project risks.

Offering Unsurpassed Product, Process and Service:

- Prime contractor
- Sub-contractor
- Product manufacturer
- Value-added service provider

Company Benefits and Programs

In addition to competitive salaries, ZIN offers excellent benefits to our associates, including medical, vision, and dental insurance; short- and long-term disability; life insurance; paid leave and paid holidays; 401(k) retirement plan (immediate vesting); education and training reimbursement; professional development opportunities; employee assistance program; flexible spending plans; credit union membership; and direct deposit.

ZIN-Technologies, Inc. is an Equal Employment Opportunity Employer
Minority/Female/Disabled/Veteran