

JUNIOR PROJECT MANAGER

Location: Orlando, Florida

Job Status: Full-Time

Position Summary:

The **Junior Project Manager** supports the planning, coordination, execution, and monitoring of programs and projects across the organization. Working under the guidance of senior leadership and Program Managers, this role assists with project scheduling, reporting, resource coordination, customer communications, risk tracking, and program administration activities.

Essential Duties and Responsibilities:

- Assist with the planning, execution, monitoring, and reporting of assigned programs and projects.
- Support Program Managers in tracking project schedules, milestones, deliverables, and budgets.
- Maintain project plans, action item logs, risk registers, and program documentation.
- Coordinate activities between internal departments and project stakeholders to ensure timely completion of tasks.
- Monitor program progress and communicate status updates to management.
- Assist in preparing program performance reports, dashboards, and status updates.
- Collect and analyze project data to support program reviews and management decision-making.
- Maintain accurate program records, documentation, and project files.
- Support the preparation of presentations and reports for leadership and customer meetings.
- Assist with customer communications and meeting coordination.
- Participate in customer and internal program review meetings.
- Help maintain positive working relationships with customers, vendors, and internal stakeholders.
- Support follow-up activities and action item tracking resulting from customer discussions.
- Assist in identifying, documenting, and tracking program risks and issues.
- Monitor action items and support the implementation of corrective actions.

- Escalate concerns and potential schedule or performance impacts to management.
- Assist with tracking program budgets, expenditures, and resource utilization.
- Support financial reporting and cost-tracking activities.
- Coordinate resource assignments and scheduling activities with department managers.
- Help ensure project resources are aligned with program requirements.
- Assist with proposal preparation, project planning, and special initiatives as assigned.
- Support onboarding and coordination activities for new project team members.
- Perform other duties as assigned by management.

Supervisory Responsibilities:

- No direct supervisory responsibilities.
- May coordinate activities and assignments among project team members.
- May provide guidance to project coordinators or administrative staff as assigned.

Competencies:

- **Organization & Planning:** Strong organizational skills with the ability to manage multiple priorities and deadlines.
- **Communication:** Effective verbal, written, and presentation skills.
- **Analytical Thinking:** Ability to analyze information, identify issues, and support problem-solving efforts.
- **Teamwork & Collaboration:** Ability to work effectively with cross-functional teams and stakeholders.
- **Attention to Detail:** Maintains accuracy and consistency in documentation, reporting, and project tracking.
- **Customer Focus:** Demonstrates professionalism and responsiveness when interacting with customers and internal stakeholders.

Qualifications:

Required

- Bachelor's degree in relevant field.
- 7+ years of progressive leadership experience.
- 7+ years of management experience leading teams and/or managers.

- 7+ years of demonstrated experience managing projects, budgets, and operational initiatives.
- Proven ability to drive organizational changes and improve business performance.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail oriented with strong organizational skills.
- In-depth knowledge of [industry-specific knowledge or regulations] is required. Familiarity with emerging trends, technologies, and best practices in the field is a plus.
- Experience with invoicing applications Wide Area Workflow (WAWF), Delphi and Deltek is preferred

Other Qualifications:

- Ability to adhere to Adacel's Drug Free Workplace Policy.
- Must be able to pass an Adacel background check while employed.
- Ability to travel up to 60% annually.
- Active Driver's License

Physical Requirements:

- Occasional lifting – up to 50 lbs.
- Repetitive wrist, hand, and finger movement.

Work Environment:

- Alternative work schedule 9/80 when possible (Every other Friday off work when project permits)
- Normal office environment.
- Constant airline and car travel.
- Typically sitting at a desk, walking and standing.

Benefits:

- Two weeks of vacation, seven paid holidays, one floating holiday, sick time.
- 401K plan with company match.
- Employer contribution towards health insurance.
- 9/80 Schedule
- Hybrid

How to Apply:

- You may apply by accessing the following link: [\[Click Here\]](#)
- Adacel will only review the first 30 applicants, if no candidate is selected will proceed with the next 30, and keep on until selections is made.

Disclaimer:

Adacel is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status.

This job description reflects management's assignment of essential duties and responsibilities. It does not restrict the duties and responsibilities that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities. If this job has a travel requirement, note that the frequency of travel may increase at any time due to adjustments in Adacel's business needs.