Aerotek is currently seeking a **Project Management Analyst** for our client based in Saratoga Springs, N.Y. Interested candidates must have an active Confidential Clearance.

**Job Description:**
The Project Management Analyst oversees and manages the operational aspects of ongoing projects and serves as a liaison between project management and planning, project team, and line management. The candidate will review status of projects and budgets; manage schedules and prepare status reports, assess project issues and develop resolutions to meet productivity, quality, and client-satisfaction goals and objectives, develop mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients.

**Qualifications:**
- Security Clearance: DOD or DOE (Confidential)
- Microsoft Office experience – Excel (Pivot Tables), Word, PowerPoint
- 4-year degree or relevant work experience in an analyst role
- Critical thinker
- Skilled Communicator
- Detail oriented

**Shift:**
Monday-Friday - 7am-3:30pm

**Contact Information**
Interested candidates should send their resumes to Amanda Ettinger at aettinger@aerotek.com.