

27247BR

Requisition ID:

27247BR

Business Unit:

FSU

Job Description:

Assists with the scheduling of deployed FEMA staff including daily Call-Down lists, accountability check-ins, cost effective weekends (CEW), rotations, staff rosters and overtime approvals. Assists with the onboarding process in the field including verifying safe arrivals, negotiating with hotels and car rental companies when there is a shortage of availability, badging documentation, documenting for CCPRS FEMA-owned equipment that has been assigned. Reviews, approves and processes weekly expense reports and invoices elevating issues to the Task Order PM, creates weekly reports for presentation to FEMA Management. Consults with CCPRS subcontractors to resolve discrepancies in expense reporting and ensures that the time and expense documents are processed and returned to subcontractors in a timely manner in preparation for invoicing. Consults with CCPRS management to ensure all processes and policies are being followed. This includes notifying teams of changes in policy and conducting weekly status meetings with management to report all field activities. Maintains all electronic and hard copy PA-TAC files and personnel documentation for CCPRS staff. Acts as a first point of contact to staff at the job site for administrative issues. Performs other duties as required.

Job Title:

FEMA " Coordinator (Nationwide Openings)

Group:

WAF Field Mod Fringe

Employment Type:

Temporary

Minimum Qualifications:

5 years of in-field experience or 2 years of in-field experience with a bachelor's degree. High School Diploma or equivalent. Domestic travel is required.

EEO Statement:

We attract the best people in the industry, supporting their efforts to learn and grow. We strive to create a challenging and progressive work environment. We provide career opportunities that span a variety of disciplines and geographic locations, with projects that our employees plan, design, build and operate as diverse as the needs of our clients. CDM Smith is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy and pregnancy-related conditions, sexual orientation, gender identity, national origin, age, marital status, disability, citizenship status, genetics, protected veteran status or any other characteristics protected by applicable law.

Why CDM Smith?:

Check out this video and find out why our team loves to work here!
(<https://www.cdmsmith.com/en/Video/Meet-CDM-Smith>)

Join Us! CDM Smith “where amazing career journeys unfold.”

Imagine a place committed to offering an unmatched employee experience. Where you work on projects that are meaningful to you. Where you play an active part in shaping your career journey. Where your co-workers are invested in you and your success. Where you are encouraged and supported to do your very best and given the tools and resources to do so. Where it’s a priority that the company takes good care of you and your family.

Our employees are the heart of our company. As an employer of choice, our goal is to provide a challenging, progressive and inclusive work environment which fosters personal leadership, career growth and development for every employee. We value passionate individuals who challenge the norm, deliver world-class solutions and bring diverse perspectives. Join our team, and together we will make a difference and change the world.

Job Site Location:

United States “Nationwide

Agency Disclaimer:

All vendors must have a signed CDM Smith Placement Agreement from the CDM Smith Recruitment Center Manager to receive payment for your placement. Verbal or written commitments from any other member of the CDM Smith staff will not be considered binding terms. All unsolicited resumes sent to CDM Smith and any resume submitted to any employee outside of CDM Smith Recruiting Center Team (RCT) will be considered property of CDM Smith. CDM Smith will not be held liable to pay a placement fee.

Amount of Travel Required:

100%

Assignment Category:

Fulltime-Temporary

Visa Sponsorship Available:

No “We will not support sponsorship, i.e. H-1B or TN Visas for this position

Skills and Abilities:

Must be a U.S. Citizen and be able to obtain a FEMA Badge, which includes a background investigation for a Public Trust position. Demonstrates good organizational skills to balance and prioritize work. Strong attention to detail and customer service skills. Good written and oral communication skills. Ability to adapt to change quickly and remain flexible. Proficient in computers usage, including Microsoft Office Suite skills. Demonstrates ability to complete assignments accurately and on time.

Background Check and Drug Testing Information:

CDM Smith Inc. and its divisions and subsidiaries (hereafter collectively referred to as “CDM

Smith) reserves the right to require background checks including criminal, employment, education, licensure, etc. as well as credit and motor vehicle when applicable for certain positions. In addition, CDM Smith may conduct drug testing for designated positions.

Background checks are conducted after an offer of employment has been made in the United States. The timing of when background checks will be conducted on candidates for positions outside the United States will vary based on country statutory law but in no case, will the background check precede an interview.

CDM Smith will conduct interviews of qualified individuals prior to requesting a criminal background check, and no job application submitted prior to such interview shall inquire into an applicant's criminal history. If this position is subject to a background check for any convictions related to its responsibilities and requirements, employment will be contingent upon successful completion of a background investigation including criminal history. Criminal history will not automatically disqualify a candidate.

In addition, during employment individuals may be required by CDM Smith or a CDM Smith client to successfully complete additional background checks, including motor vehicle record as well as drug testing.

Additional Compensation:

All bonuses at CDM Smith are discretionary and may or may not apply to this position.