GENERAL SERVICE ADMINISTRATION
Federal Acquisition Service

Authorized Federal Acquisition Service FSS Price List

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®. The website for GSA *Advantage!*® is: https://www.GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

Contract Number: **47QTCA25D001K**

For more information on ordering, go to the following website: https://www.gsa.gov/schedules.

Contract Period: November 6, 2024 through November 5, 2029

Stage 4 Solutions, Incorporated
19200 Portos Dr
Saratoga, CA 95070-5123
https://www.stage4solutions.com

Contract Administration Source:
Selen Warner
selen.warner@stage4solutions.com

Business Size: Small, Women-Owned, Minority-Owned, Subcontinent Asian (Asian-Indian) American Owned

Price list current as of Modification PS-0003 effective March 5, 2025

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
54151HEAL	54151HEALRC	Health Information Technology Services
54151S	54151SRC	Information Technology Professional Services
56131	56131RC	Talent Acquisition
541613	541613RC	Marketing Consulting Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

SIN	Labor Category	GSA Price
541613	Marketing Coordinator I	$35.55
541611	Administrative Assistant I	$37.52
54151HEAL	Health Data Analyst I	$56.75
54151S	QA Tester I	$58.48
56131	Recruiter I	$94.79

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. **See Labor Category Descriptions**

2. Maximum order: **$500,000**

3. Minimum order: **$100**

4. Geographic coverage (delivery area): **48 States, DC**

5. Point(s) of production (city, county, and State or foreign country):

Stage 4 Solutions, Incorporated
19200 Portos Dr
Saratoga, CA 95070-5123

6. Discount from list prices or statement of net price. **Government Net Prices (discounts already deducted.)**

7. Quantity discounts. **None**

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. **Net 30 Days**

9. Foreign items: **Not Applicable**

10a. Time of delivery: **Contact Contractor**

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

11. F.O.B. point(s): **Destination**

12a. Ordering address(es):

> **Stage 4 Solutions, Incorporated**
> **19200 Portos Dr**
> **Saratoga, CA 95070-5123**

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es):

> **Stage 4 Solutions, Incorporated**
> **19200 Portos Dr**
> **Saratoga, CA 95070-5123**

14. Warranty provision. **Not Applicable**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

18b. Terms and conditions for any other services (if applicable). **Not Applicable**

19. List of service and distribution points (if applicable). **Not Applicable**

20. List of participating dealers (if applicable). **Not Applicable**

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. If applicable, indicate that Section 508 compliance information is available on Information and Communication Technology (ICT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The ICT standards can be found at: www.Section508.gov/. **Not Applicable**

23. Unique Identifier Number (UEI): **G2KJGFE93M98**

24. Notification regarding registration in System for Award Management (SAM) database. **Stage 4 Solutions is registered and active in SAM.**

LABOR RATES

Rates are Inclusive of IFF; Annual Escalation Rate is 3.6%

SIN	Labor Category	October 29, 2024 - October 28, 2025	October 29, 2025 - October 28, 2026	October 29, 2026 - October 28, 2027	October 29, 2027 - October 28, 2028	October 29, 2028 - October 28, 2029
54151HEAL	Health Data Analyst I	$56.75	$58.79	$60.91	$63.10	$65.37
54151HEAL	Health Data Analyst II	$61.49	$63.71	$66.01	$68.38	$70.84
54151HEAL	Health Data Analyst III	$136.26	$141.17	$146.25	$151.52	$156.97
541613	Graphic Designer II**	$171.81	$177.99	$184.40	$191.04	$197.92
541613	Marketing Project Manager I	$112.56	$116.61	$120.82	$125.17	$129.67
541613	Event Coordinator I	$69.12	$71.61	$74.19	$76.86	$79.63
541613	Content Specialist I	$69.12	$71.61	$74.19	$76.86	$79.63
541613	Marketing Consultant I	$69.12	$71.61	$74.19	$76.86	$79.63
541613	Marketing Consultant II	$94.79	$98.21	$101.74	$105.41	$109.21
541613	Marketing Coordinator I	$35.55	$36.83	$38.16	$39.53	$40.95
541613	Event Manager II	$98.74	$102.30	$105.98	$109.80	$113.75
54151S	Application Designer I	$85.33	$88.40	$91.59	$94.88	$98.30
54151S	Application Developer/Engineer I	$100.78	$104.40	$108.16	$112.05	$116.08
54151S	Application Developer/Engineer II	$110.68	$114.66	$118.79	$123.06	$127.50
54151S	IT Project Manager I	$80.64	$83.55	$86.56	$89.67	$92.90
54151S	Network Infrastructure Engineer I	$77.27	$80.05	$82.93	$85.91	$89.01
54151S	QA Tester I	$58.48	$60.58	$62.76	$65.02	$67.36
54151S	QA Tester II	$91.44	$94.73	$98.14	$101.67	$105.33
54151S	Technical Writer III**	$122.97	$127.40	$131.98	$136.74	$141.66
54151S	SAP Consultant III	$192.43	$199.37	$206.54	$213.97	$221.68
56131	Recruiter I	$94.79	$98.21	$101.74	$105.41	$109.21
56131	Recruiter II	$106.64	$110.48	$114.46	$118.58	$122.85
541611	Finance Project Manager I	$108.87	$112.79	$116.85	$121.05	$125.41
541611	Purchase Order Administration Specialist I	$88.13	$91.30	$94.59	$97.99	$101.52
541611	Strategic Communications Manager III	$148.11	$153.44	$158.96	$164.69	$170.61
541611	Strategic Program Manager II	$90.84	$94.12	$97.50	$101.01	$104.64
541611	Administrative Assistant I	$37.52	$38.87	$40.27	$41.72	$43.22
541611	Administrative Assistant II	$42.06	$43.57	$45.14	$46.76	$48.44
541611	Administrative Assistant III	$66.16	$68.53	$71.00	$73.56	$76.21

Service Contract Labor Standards Matrix:

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	**SCLS Equivalent Code Title**	**WD Number**
Graphic Designer II	15080 – Graphic Artist	2015-5641
Technical Writer III	30463 – Technical Writer	2015-5641
Administrative Assistant I	01020 – Administrative Assistant	2015-5641
Administrative Assistant II	01020 – Administrative Assistant	2015-5641
Administrative Assistant III	01020 – Administrative Assistant	2015-5641

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)

LABOR CATEGORY DESCRIPTIONS

Health Data Analyst I
Functional Responsibilities:
• Develop analysis and data collection processes in health systems
• Analyze and interpret program and fiscal data, policies, procedures, and regulations
• Present project and program data and outcomes.
• Review data methodology and provide recommendations on improvements.
• Develop strategies for knowledge management and information sharing.
• Assist in the development of federal reporting.
• Compare historical and baseline data to active data reporting, and draw meaningful conclusions about program and project performance, goals, and outcomes.

Minimum Education/Experience:
• 2 years of experience analyzing and interpreting quantitative and qualitative data
• 2 years of experience analyzing and interpreting policies, procedures, and regulations relating to crisis intervention services
• 2 years using Excel and other data analysis tools
• 2 years of experience in managing multiple projects simultaneously applying best practices for project management, knowledge management, and documentation
• Bachelor's degree

Health Data Analyst II
Functional Responsibilities:
• Analyze health service trends and develop health data reports
• Provide support and maintenance of the health data systems to complete analytical reports and ad hoc requests
• Research and analyze health data to identify trends, and operational gaps, and develop plans and proposals to address issues
• Maintain existing databases, and manage data uploads
• Provide technical and analytic support to end users

Minimum Education/Experience:
• 3 years of experience analyzing data to identify trends, and operational gaps, develop plans and proposals to address issues
• 3 years of experience maintaining existing databases, managing data uploads on databases such as SQL Server
• 3 years of experience with reporting tools such as Crystal Reports to create and distribute daily, weekly, monthly, and annual reports
• Bachelor's degree

Health Data Analyst III
Functional Responsibilities:
• Develop coalesce related requests and offer solutions that satisfy multiple requirements, and Software Development Life Cycle discipline: gathering & documenting and

confirming requirements, designing solutions, obtaining SME signoff, coding, testing/validation, UAT, & documentation.
- Develop, enhance, and deploy health reports by performing querying on Epic or other EHR system
- Develop datasets with end user understandable output visualizations
- Peer test and give constructive feedback on outputs created by team members

Minimum Education/Experience:
- 5 years of healthcare analytics development experience
- 5 years of experience with SQL development, SSIS extract experience
- Experience with EHR Data Models and Star Schema
- Certifications in Epic preferred
- Bachelor's degree

Graphic Designer II
Functional Responsibilities:
- Create visually appealing designs for various media, including digital and print.
- Collaborate with the marketing and product teams to develop design concepts that align with organizational goals.
- Develop graphics and layouts for product illustrations, company logos, and websites.
- Ensure consistency in designs and content across all company platforms.
- Prepare rough drafts and present ideas.
- Amend final designs based on feedback to ensure they meet the desired quality and standards.
- Stay up-to-date with industry trends and tools to keep designs fresh and innovative.
- Manage multiple projects simultaneously while meeting deadlines.
- Work with external printers and other vendors to ensure that print materials are produced to the highest quality standards.

Minimum Education/Experience:
- 3 years of experience with motion graphics and video editing software.
- Proficiency in graphic design software including Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Excellent eye for detail and a strong understanding of visual composition.
- Knowledge of typography, color theory, and layout design.
- Strong problem-solving skills and the ability to think creatively and innovatively.
- Knowledge of HTML and CSS for web design purposes.
- Understanding of marketing, production, website design, corporate identity, product packaging, advertisements, and multimedia design.
- Bachelor's degree

Marketing Project Manager I
Functional Responsibilities:
- Manage marketing programs
- Develop and manage program plans and timelines
- Develop partnerships with selected vendors

- Develop questionnaire and survey questions for reviews, working with cross-functional teams
- Work internally across sales, customer support and others to obtain information
- Monitor program success and ensure engagement

Minimum Education/Experience:
- 2 years experience marketing program management experience
- Strong project management skills
- Proven, writing skills and communication skills
- Ability to work cross functionally
- Bachelor's degree

Event Coordinator I
Functional Responsibilities:
- Support marketing activities, including in person and virtual event support, event speaker support, webinar management, and email campaigns. Support event registration processes and follow up
- Manage event speaker logistics
- Support event hotel and food and beverage planning and logistics
- Manage webinar program tasks
- Assist in email campaigns

Minimum Education/Experience:
- 2 years of experience in event coordination
- Experience with Marketing activities/Event management
- Experience with Microsoft Office suite
- Ability to work cross-functionally across a large organization
- Bachelor's degree

Content Specialist I
Functional Responsibilities:
- Develop and create engaging content for various platforms, including websites, blogs, social media, and email campaigns.
- Conduct thorough research to ensure content accuracy and relevance.
- Collaborate with the marketing team to align content with overall marketing strategies.
- Edit and proofread content for grammar, style, and adherence to brand guidelines.
- Optimize content for SEO to improve search engine rankings.
- Monitor and analyze content performance metrics to make data-driven improvements.
- Stay updated with industry trends and incorporate best practices into content creation.

Minimum Education/Experience:
- 2 years of experience in content creation and coordination
- Experience with Microsoft Office suite
- Ability to work cross-functionally across a large organization
- Strong attention to detail and commitment to delivering high-quality work.
- Bachelor's degree

Marketing Consultant I

Functional Responsibilities:
- Assist in the development of marketing strategies and plans.
- Conduct market research to identify trends and insights.
- Collaborate with cross-functional teams to implement marketing initiatives such as campaigns.
- Monitor and analyze performance metrics.
- Create and manage content for various marketing channels.
- Assist in the preparation of marketing materials and presentations.

Minimum Education/Experience:
- 2 years of experience in marketing roles
- Experience with Microsoft Office suite
- Detailed-oriented, strong verbal and written communication skills
- Ability to work cross-functionally
- Ability and eagerness to learn new technology, new processes and build relationships
- Bachelor's degree

Marketing Consultant II

Functional Responsibilities:
- Develop and execute comprehensive marketing strategies.
- Lead market research initiatives to inform business decisions.
- Oversee the planning and implementation of marketing activities such as campaigns.
- Analyze and report on the effectiveness of marketing efforts.
- Provide guidance and mentorship to junior marketing staff.
- Manage relationships with external vendors and partners.

Minimum Education/Experience:
- Bachelor's degree in Marketing, Business, or a related field.
- 3 years of experience in marketing
- Demonstrated ability to lead and manage marketing projects.
- Strong strategic thinking and analytical skills.
- Proficiency in advanced marketing tools and software.
- Excellent communication skills.

Marketing Coordinator I

Functional Responsibilities:
- Support the marketing team in daily administrative tasks.
- Assist in the organization and execution of marketing activities
- Maintain and update the company's marketing database.
- Assist in the preparation of promotional presentations.
- Manage and monitor social media platforms.
- Coordinate with vendors and agencies for marketing projects.

Minimum Education/Experience:

- Bachelor's degree in Marketing, Business, or a related field.
- 1 year of experience in marketing
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite and marketing software.
- Good understanding of marketing principles and techniques.
- Excellent communication and interpersonal skills.

Event Manager II

Functional Responsibilities:
- Plan, organize, and execute a wide range of events, including conferences, trade shows, corporate meetings, and social events.
- Coordinate all event logistics, including venue selection, catering, transportation, and accommodations.
- Develop and manage event budgets, ensuring cost-effectiveness and adherence to financial constraints.
- Collaborate with marketing and communications teams to promote events and drive attendance.
- Work with vendors and suppliers to secure necessary services and negotiate contracts.
- Create detailed event timelines and schedules, ensuring all aspects of the event are on track.
- Oversee event setup, execution, and teardown, ensuring a seamless and professional experience for attendees.
- Monitor and evaluate event performance, gathering feedback to improve future events.
- Manage on-site event staff and volunteers, providing direction and support as needed.
- Ensure compliance with all health, safety, and legal regulations.

Minimum Education/Experience:
- 3 years of experience in event planning and management.
- Proven track record of successfully organizing and executing large-scale events.
- Strong organizational and project management skills, with attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Proficiency in event management software and tools.
- Strong negotiation skills and experience working with vendors and suppliers.
- Flexibility to work evenings, weekends, and travel as required for events.
- Bachelor's degree in Business Administration, Marketing, or a related field.

Application Designer I

Functional Responsibilities:
- Collaborate with Business Analysts and Technical Architects to define and implement innovative solutions for the project's direction, visuals, and user experience.
- Execute all visual design stages from concept to final hand-off to the technical team.
- Create comprehensive style guides, wireframes, storyboards, user flows, process flows, and site maps with responsive UI to effectively communicate interaction and design ideas.

- Establish and promote design guidelines, best practices, and standards focusing on usability and accessibility.
- Test and verify developed web pages to ensure they meet usability and accessibility standards.

Minimum Education/Experience:
- 2 years of experience in UI/UX design, with a strong portfolio showcasing previous projects.
- Proficiency in design tools such as Adobe XD, Sketch, HTML5, and CSS3.
- Strong understanding of user-centered design principles and usability testing methodologies.
- Excellent communication and collaboration skills.
- Bachelor's degree

Application Developer/Engineer I
Functional Responsibilities:
- Design, analyze, develop, and deploy enterprise applications and integrations
- Develop detailed technical specifications and quick reference documents.
- Troubleshoot and fix issues and perform unit and QA testing.
- Provide development and integration process overview to developers, and monitor/assist throughout the project.
- Lead and facilitate meetings with project team members.

Minimum Education/Experience:
- 2 years of experience with application development and engineering
- Strong problem-solving skills and experience in full cycle application development including unit and QA testing.
- Bachelor's degree in Computer Science, Information Technology, or a related field.

Application Developer/Engineer II
Functional Responsibilities:
- Develop applications using programming languages
- Collaborate with stakeholders across different functional teams on requirements and deliverables in an agile methodology.
- Work closely with project team members (architects, engineers, Product and Support teams, Compliance leads, etc.) and coordinate all aspects of the project.
- Handle multiple complex technical problems and adapt to a dynamic environment.
- Drive good software design patterns for consistency, code quality, and supportability.

Minimum Education/Experience:
- 3 years of experience developing applications
- Experience in developing automation tools and integration solutions to support automated environments.
- Strong problem-solving skills and ability to work in a collaborative team environment.
- Bachelor's degree

IT Project Manager I
Functional Responsibilities:
• Plan, initiate, and manage IT projects, ensuring alignment with organizational goals.
• Coordinate project activities, resources, and timelines to ensure successful project delivery.
• Develop project plans, including scope, objectives, deliverables, and risk management strategies.
• Monitor and track project progress, identifying and addressing any issues or deviations from the plan.
• Facilitate communication among project stakeholders, including team members, clients, and senior management.
• Conduct regular project status meetings and provide updates to stakeholders.
• Manage project budgets, ensuring financial objectives are met.
• Ensure compliance with project management methodologies and best practices. Test and verify the developed web pages ensuring usability and accessibility standards.

Minimum Education/Experience:
• 2 years of experience in managing complex IT projects.
• Bachelor's degree in Information Technology, or a related field.
• PMP certification or equivalent certification
• Strong understanding of project management methodologies and tools (Microsoft Project, Jira).
• Excellent communication, leadership, and collaboration skills.

Network Infrastructure Engineer I
Functional Responsibilities:
• Perform network management functions utilizing various industry tools to monitor, test, verify, troubleshoot, and resolve complex network problems.
• Provide technical support for planning, designing, maintaining, and integrating local and wide area network infrastructure.
• Ensure network designs meet usability and accessibility standards.

Minimum Education/Experience:
• 2 years of experience working as a network engineer
• 2 years of experience with network management tools, network design and integration.
• Strong problem-solving skills and experience in network monitoring and troubleshooting.
• Bachelor's degree in Computer Science, or a related field.

QA Tester I
Functional Responsibilities:
• Engage with program SMEs and stakeholders to verify that application functionality aligns with business needs and functional design.
• Develop and perform functional testing and end-to-end workflow testing of the applications in the UAT/Staging environment.
• Test, troubleshoot, and resolve issues reported by the program.
• Identify, document, and report defects in the application.

- Monitor defect fixes, conduct retesting in UAT, and support verification testing in production.
- Provide end-user support.

Minimum Education/Experience:
- 2 years of experience in QA testing with tools such as Selenium, JIRA, and HP ALM.
- Strong understanding of functional and end-to-end testing methodologies.
- Excellent problem-solving skills and attention to detail.
- Strong communication and collaboration skills.
- Bachelor's degree in Computer Science, Information Technology, or a related field.

QA Tester II
Functional Responsibilities:
- Plan, coordinate, and manage the business testing (UAT) activities
- Formulate and document test strategy, approach, and detailed business testing plan.
- Prepare detailed test plans and validate business testing scope coverage.
- Manage UAT by setting daily testing goals, running meetings on testing progress, and collaborating to resolve defects.
- Conduct UAT lessons learned sessions and present findings to stakeholders.

Minimum Education/Experience:
- 3 years of experience in planning and managing UAT activities.
- Strong understanding of test strategy formulation and documentation.
- Ability to collaborate with cross-functional teams and manage testing processes effectively.
- Bachelor's degree in Computer Science or related field

Technical Writer III
Functional Responsibilities:
- Prepare, review, revise, and maintain technical documents for software design, system operations, testing, and user documentation.
- Gather and analyze technical and product information from various sources to document product functionality.
- Write, format, edit, review, and proof procedural and technical information for technical users.
- Create design diagrams as needed and ensure consistent documentation practices.
- Plan, schedule, and track documentation work to meet project milestones.

Minimum Education/Experience:
- 5 years of experience in technical writing
- Ability to gather and analyze technical information and document product functionality effectively.
- Proficiency in creating design diagrams and ensuring consistency in documentation.
- Bachelor's degree

SAP Consultant III

Functional Responsibilities:
- Lead workstream activities related to the implementation and configuration of SAP CI FICA and FSCM modules.
- Facilitate quote-to-cash processes including SAP configuration of AR sub-ledger and related processes.
- Participate in the design and documentation of applicable training materials or user guides.
- Work on issue identification and resolution, partnering with other cross-functional teams.

Minimum Education/Experience:
- 5 years of experience in SAP project implementation and enhancements.
- Proficiency in SAP modules such as SAP CI, FICA, and FSCM
- Strong understanding of SAP configurations.
- Bachelor's degree

Recruiter I
Functional Responsibilities:
- Build a pipeline for job requisitions, including passive and active candidates.
- Develop strategies to attract and engage passive candidates, focusing on key data points and results.
- Proactively source candidates from social platforms and job boards
- Assist hiring managers with best practices in hiring and sourcing
- Manage the applicant tracking system (ATS) for each role
- Schedule interviews
- Collaborate with hiring managers to define job criteria and processes
- Ensure a positive and seamless candidate experience.

Minimum Education/Experience:
- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2 years of recruiting experience
- Strong sourcing and networking skills.
- Experience with Applicant Tracking Systems and leading job boards
- Excellent communication and interpersonal skills.
- Ability to manage multiple requisitions simultaneously.
- Proficiency in Microsoft Office Suite.

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Functional Responsibilities:
- Build a pipeline for job requisitions, including passive and active candidates.
- Develop strategies to attract and engage passive candidates, focusing on key data points and results.
- Proactively source candidates from social platforms and job boards
- Assist hiring managers with best practices in hiring and sourcing
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- Schedule interviews
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- Ensure a positive and seamless candidate experience.

Minimum Education/Experience:
- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 3 years of recruiting experience
- Strong sourcing and networking skills.
- Experience with Applicant Tracking Systems and leading job boards
- Excellent communication and interpersonal skills.
- Ability to manage multiple requisitions simultaneously.
- Proficiency in Microsoft Office Suite.

Finance Project Manager I
Functional Responsibilities:
- Manage the budget of multiple programs
- Assist in the development of contracts
- Collect, review, and submit project-related documents.
- Track and maintain overall budget, liaising with stakeholders
- Perform data analysis and create reports and dashboards for budget activities.

Minimum Education/Experience:
- Bachelor's degree
- 2 years of finance project management
- Strong project management skills with a proven track record of managing multiple projects simultaneously.
- Excellent data analysis and reporting skills.
- Proficiency in financial software and Microsoft Office Suite.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Detail-oriented with strong organizational skills.

Purchase Order Administration Specialist I
Functional Responsibilities:
- Process purchase orders accurately and efficiently in accordance with organization policies and procedures.
- Verify purchase order details, including quantities, prices, and delivery dates.
- Coordinate with suppliers to confirm order status and resolve any discrepancies or issues.
- Maintain accurate and up-to-date records of all purchase orders and related documentation.
- Assist in the preparation of reports on purchase order activities and performance metrics.
- Collaborate with the finance and accounting teams to ensure timely and accurate payment processing.
- Communicate with internal departments to address and resolve purchase order inquiries.
- Support continuous improvement initiatives to enhance purchase order processing efficiency.

Minimum Education/Experience:

- Bachelor's degree
- 2 years of experience in purchase order administration or a related role.
- Strong attention to detail and accuracy in processing purchase orders.
- Proficiency in procurement software and tools.
- Excellent organizational and time management skills.
- Ability to work collaboratively in a team environment.
- Basic understanding of procurement and supply chain principles.

Strategic Communications Manager III

Functional Responsibilities:
- Develop and implement the integrated communications strategy
- Craft compelling storylines and pitch executives for speaking events and media interviews.
- Write and produce executive communication content, including presentations, social media posts, memos, talking points/scripts, key messages/Q&A, video scripts, and speeches.
- Engage and coordinate with cross-functional teams including communications, marketing, executive stakeholders, and subject matter experts.
- Ensure alignment with strategic business objectives through effective communications programs.
- Produce high-quality internal and external communications tailored to the needs of the executives.
- Identify the most effective channels and formats to deliver executive messaging.
- Use data points and metrics to adjust tactics and maximize the impact of communications and constantly measure and monitor the progress and impact of communication strategies.
- Make recommendations based on data and feedback gathered from various sources to improve communication efforts.

Minimum Education/Experience:
- Bachelor's degree in Communications, Business, or a related field.
- 5 years of experience in strategic communications.
- Demonstrated ability to work with VP/SVP/C-Suite executives.
- Strong writing and storytelling skills with the ability to translate big-picture concepts into crisp, clear messages.
- Experience in producing various types of executive content, including presentations, social media, and speeches.
- Detail-oriented and process-driven professional with excellent project management skills.
- Ability to engage and coordinate across multiple functions and stakeholders.
- Proficiency in using data and metrics to inform and adjust communication strategies.
- Strong interpersonal and communication skills, with the ability to build relationships and influence at all levels of the organization.
- Bachelor's degree

Strategic Program Manager II

Functional Responsibilities:

- Drive operational and strategic execution while balancing intentional planning/design, transformational change, and executional discipline.
- Ensure the effectiveness of all executive meetings through proactive planning with clear agendas, outcomes, and objectives.
- Follow up on action items from all stakeholders to drive projects forward.
- Create and implement efficient, results-oriented processes.
- Coordinate executive and cross-functional updates and progress reports.

Minimum Education/Experience:
- 3 years of strategic program management experience.
- Experience managing projects across cross-functional sales and marketing teams.
- Strong organizational and project management skills.
- Ability to drive transformational change and maintain executional discipline.
- Proactive planning and follow-up skills to ensure effective executive meetings.
- Ability to create and manage efficient processes.
- Bachelor's degree

Administrative Assistant I
Functional Responsibilities:
- Perform various administrative and program management-related tasks such as managing calendars, travel arrangements, expense management, and other administrative tasks.
- Schedule appointments and meetings
- Maintain and organize office operations and procedures such as filing system, expense reports, requisition of supplies, and other administration services.
- Prepare reports

Minimum Education/Experience:
- 2 years of administrative or comparable experience
- Knowledge of the Microsoft Office suite
- Ability to manage and document tasks effectively
- Strong teamwork, interpersonal and communication skills
- High School degree or college degree

Administrative Assistant II
Functional Responsibilities:
- Perform highly diverse administrative and program or project focused duties
- Support programs, manage priorities, and deliver within appropriate timelines adhering to organization's policies and regulations
- Demonstrate strong interpersonal skills and diplomacy in all levels of management.
- Manage calendars and scheduling to ensure meetings are prioritized and occur within appropriate timelines.
- Maintain and organize office operations and procedures such as filing system, expense reports, requisition of supplies, and other administration services.
- Prioritize activities and takes prompt action based on an understanding of departmental objectives

Minimum Education/Experience:
- 3 years of administrative or comparable experience

- Knowledge of the Microsoft Office suite
- Ability to manage and document tasks effectively
- Strong teamwork, interpersonal and communication skills
- High School degree or college degree

Administrative Assistant III

Functional Responsibilities:
- Manage a wide range of advanced administrative and program support-related tasks
- Efficiently plan, organize and schedule tasks
- Perform administrative tasks including but not limited to, travel coordination, scheduling and managing appointments, planning events and meetings, managing expenses, tracking budgets and others
- Prepare and present regular reports

Minimum Education/Experience:
- 5 years of administrative or comparable experience
- Knowledge of the Microsoft Office suite
- Ability to manage and document tasks effectively
- Strong teamwork, interpersonal and communication skills
- Bachelor's degree