

## **Job Description**

Olympus Energy LLC (“Olympus”) is seeking a motivated team member for the position of Project Analyst for immediate hire in its Pittsburgh area operations. The Project Analyst will support the engineering department with project management and business operations by providing comprehensive planning, scheduling, cost analysis, and monitoring. This role requires effective communication of project status, coordination across various departments, and adherence to company standards and regulatory requirements. The ideal candidate will be adept at using project management software, creating detailed reports, and facilitating process improvements.

### **Core Responsibilities:**

#### **Project Planning & Scheduling:**

Develop and manage project plans, including scheduling and cost analysis.

Track and report on project schedule and budget across various software platforms, including Microsoft Office and Peloton Software Suites.

#### **Reporting & Communication:**

Create and present detailed reports with actionable recommendations for management.

Communicate project status updates and progress to stakeholders.

#### **Procurement & Forecasting:**

Support the project team with schedule forecasting and tracking.

Monitor long lead materials and equipment to ensure alignment with procurement schedules.

#### **Interdepartmental Coordination:**

Collaborate with operations, land, safety, environmental, and permitting teams to ensure project objectives and timelines are met.

#### **Process Improvement:**

Lead the creation of process maps and workflow diagrams to enhance operational efficiency.

#### **Financial Reconciliation:**

Work with accounting to reconcile invoices, process vendor payments, and track invoice activities.

#### **Compliance & Standards:**

Ensure all work complies with Company Standards, Work Procedures, Company policies, and applicable Federal and Environmental regulations.

#### **Additional Duties:**

Perform other related duties as assigned by the supervisor.

Maintain compliance with all company policies and procedures.

**Required Skills:**

- Strong teamwork and collaboration skills.
- Excellent oral and written communication skills.
- Effective problem assessment and problem-solving abilities.
- Ability to interpret architectural/construction drawings, bid documents, and internal specifications.
- Good construction management and organizational skills.
- Proficiency in Microsoft Office and Peloton Software Suite.
- Flexibility with working conditions and job locations.
- Strong data management and automation skills.
- Experience with invoicing, general office duties, and accounting practices.
- Ability to work across multiple disciplines within the oil and gas industry in a fast-paced environment.

**Education and/or Work Experience Requirements:**

- 2-5+ years relevant experience in oil and gas or similar industry.
- Preferred Bachelor's Degree in any field of study.
- Valid Driver's License.

Olympus is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, religion, national origin, genetics, disability, age, or veteran status. Interested candidates may submit resumes via email to [careers@olympusenergy.com](mailto:careers@olympusenergy.com). Resumes will be reviewed as received and candidate interviews will begin immediately. Olympus is not accepting resumes from staffing/search firms at this time. Please visit Olympus's website at <http://www.olympusenergy.com> for more information.