



PROJECT ADMINISTRATOR

The Company STC is a defense contractor that designs and builds aftermarket products for the US Government and leading aerospace/defense companies. We are an entrepreneurial organization with a collaborative culture and provide maximum opportunity for employees to develop and grow. STC is based in Torrance, CA.

STC is part of AMS Group, a rapidly-growing group of companies focused on military aftermarket and logistics support, for US and international defense and security customers.

Position Description The Project Administrator supports procurement, production and general business operations for a wide range of aerospace/defense projects. Key responsibilities for this position include:

- Coordinate project status among teams in Sales, Engineering, Production and Quality to ensure targets are met
- Communicate with customers, suppliers and service providers
- Track schedules and expenditures against plans and budgets
- General administrative, clerical and office management duties, including data entry and database management

Requirements

- Bachelor of Arts/Science or Associate's degree
- Candidates should be proactive, organized, detail-oriented, and have strong communication skills (oral and written).
- Proficiency in MS Word and Excel.
- Must be a US Citizen or Permanent Resident

Compensation & Benefits

- Competitive Salary and Bonus/Profit Sharing Plan
- Hybrid Work Environment
- Health insurance (HSA, PPO and HMO options)
- 401(k) Retirement plan
- Paid Time Off

To Apply Please email your resume and a short explanation of your interest in this position to recruiting@stc.amsgroup.net. For more information on the company, please visit www.systemtechnical.com or find us on [LinkedIn](#).

STC/AMS Group is an Equal Opportunity Employer. Employment with the Company is governed by merit, competence and qualifications and will not be influenced in any manner by race, color, religion, gender, ethnicity, veteran status, disability status, age, sexual orientation, gender identity, marital status, mental or physical disability or any other legally protected status.