

# Logistics Support

**\*U.S. CITIZENSHIP IS REQUIRED.**

**\*CANDIDATE MUST POSSESS A VALID U.S. PASSPORT.**

**\*U.S. DOD SECRET SECURITY CLEARANCE IS REQUIRED.**

**\*COMPENSATION IS COMMENSURATE WITH EXPERIENCE**

## **Narrative Job Summary: OCONUS**

Maintain inventories at HUB and spoke locations, package and handle material, and provide shipping and receiving support as necessary.

### **Working Procedure:**

The following are the usual major job duties but this job description does not preclude the performance of others, duties by the incumbent, nor the question being raised on the proper rate of pay for the assignment.

- Support the Logistics Lead in efforts to include integrated product support management; performance based logistics metrics monitoring and reporting requirements; supply support; provisioning; and package handling, storage, and transportation.
- Interpret data on logistics elements, such as availability, maintainability, reliability, supply chain management, strategic sourcing or distribution, supplier management, or transportation.
- Provide ongoing analyses in areas such as transportation costs, parts procurement, back orders, or delivery processes.
- Perform activities of shipping, receiving, and warehousing.
- Supply: assist in tracking & minimizing logistics response times, monitoring & ensuring stock availability, and maintaining inventory accuracy.
- Support management of consumable materiel including: hardware piece-parts; petroleum, oils, and lubricants; compressed gases including nitrogen; industrial cleaning and office/administrative supplies; field/office hygiene and first aid products; and common hand tools.
- Calibration: aid in monitoring calibration due dates for tools and coordinate re-calibration efforts.
- Maintain, in an information management system, complete inventory management for all supporting and operational locations.

- Assist in conducting 10% monthly and 100% annually cyclic inventories on all property and report results.
- Demilitarize and properly dispose of Government property upon direction.
- Prepare and package HAZMAT for transportation.
- Safety: maintain safety standards within the HUB
- Follow all published program policies and procedures.
- Perform other duties and responsibilities as assigned.

**Education Requirement:**

- Associate's degree in a related field such as Business Administration, Supply Chain Management, or equivalent amount of education and work experience providing exposure to those areas required by program management.

**Experience Requirement:**

- Three years of program-related experience, with the emphasis on logistics support. This includes:
- Supply chain, materials, production, distribution
- Analyzing and Reporting material tracking and scheduling Information

**POC: Brandon Gassaway**

**Senior Talent Acquisition Specialist**

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