

PROGRAM MANAGEMENT ASSISTANT (F-16)

Office: Dayton,, OH

Location: Work at Wright Patterson AFB, OH Area B

Contact: Barb Senzig, VP of HR at bsenzig@hmrtech.com or 703-338.7466

Job Title: Program Management Assistant (F-16)

HNMRTech has openings for program management assistants supporting the F-16 program office to develop, produce, deploy, modernize, and support United States and coalition partner F-16 fighter aircraft weapon systems and subsystems.

Job Description:

This position will provide support to the F-16 Foreign Military Sales (FMS) Development Program Division (Morocco 50%, Pakistan 50%) and requires a minimum of 10 years of administrative/analysis support experience; two years must be in a Defense acquisition program; with minimum one year of FMS experience.

Duties include:

- Assist with preparation of documentation for Letters Of Request (LOR) and implementation and execution of Letters of Acceptance
- Gather, analyze, evaluate, and document information required by program or project managers and foreign customers, and provide daily administrative support using FMS policies
- Provide administrative support for CONUS and OCONUS meetings and program reviews, record minutes real time. Record action items, edit minutes into formal records, and assemble final documentation
- Prepare internal/external briefings and reports. Knowledgeable in use of computers (Microsoft Office Suite tools). Ability to produce spreadsheets, databases, graphics, and other specialized products
- Perform administrative tasks to include: answering phones, schedule telecons, meetings,
- Process DTS travel orders in support of travel for the organization. Initiate foreign travel approvals using APACS system, coordinate with Security, Foreign disclosure for overseas travel as required
- Provide support to the VTC manager
- Assist with gathering requests for office supplies; assist with record keeping for Government Purchase Card (GPC) activities
- Assist in retrieving data/information in the form of queries and reports, assist in the maintenance of tracking systems for identification of deficiencies and corrective action/closure.
- Assist with tracking IPT manning using currently required DoD systems and formats, including gathering processing teams' time and attendance records, develop Team calendars, assist with preparation and submittal of manpower packages (SAMRS)

- Perform other duties detailed in the performance work statement that this position supports.

Education Requirement: High School / GED

Clearance Level Must Currently Possess: Secret

Potential for Teleworking: No

Travel: Limited

Schedule: Full-time

Top salaries paid for qualified candidates.