

POSITION DESCRIPTION

APPLY TO: John Kennedy, jkennedy@hmrtech.com or Barb Senzig, bsenzig@hmrtech.com

POSITION TITLE: Program Management Assistant Sr

LOCATION: Wright-Patterson Air Force Base, OH.

POSITION STATUS: Full-Time, Exempt, Salaried

CLEARANCE: Current SECRET

ESSENTIAL AREA OF RESPONSIBILITY:

- This position provides program management support to the F-16 Division at Wright-Patterson Air Force Base, OH.
- 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.

MINIMUM QUALIFICATIONS:

- This position will provide support to the F-16 Foreign Military Sales (FMS) Development Program Division 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.

Preferred Qualifications:

- Must be able to effectively communicate with customer and fulfill all duties and

responsibilities as listed in the contract.

- Must possess the requisite knowledge, skills, abilities, and experience to be able to self-sufficiently perform all duties and tasks in support of the Directorate or Division missions.
- Must obtain and maintain a government security clearance at the required level.
- Must be proficient in the use of Microsoft Office Applications (Outlook, Word, Excel) and other standard (Customer specified) applications.

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