

## **POSITION DESCRIPTION**

**APPLY TO: John Kennedy, [jkennedy@hmrtech.com](mailto:jkennedy@hmrtech.com) or Barb Senzig, [bsenzig@hmrtech.com](mailto:bsenzig@hmrtech.com)**

**POSITION TITLE: Logistics Manager Senior**

**LOCATION: Robins Air Force Base, GA.**

**POSITION STATUS: Full-Time, Exempt, Salaried**

**CLEARANCE: Current SECRET**

### **ESSENTIAL AREA OF RESPONSIBILITY:**

- This position provides Logistics Management support to the Fixed Wing Branch at Robins Air Force Base, GA
- Provides a variety of direct and indirect support of the program office providing specialized logistics management tasks to include acquisition planning, information tracking, milestone planning, logistics studies, working group support, supply support, logistics analysis, depot liaison support, and general support documents related to repair, overhaul and modifications.
- Assists the Government with exercising control over supplies, equipment, or other material.
- The work includes one or more phases of material management including, but not limited to, initial planning, provisioning and requirements determination, acquisition and distribution, accountability and ultimate issue for consumption, retention, or disposal.
- Requires knowledge of acquisition processes, automated records and various control systems.
- Shall be proficient with the systems/programs such as but not limited to, Reliability and Maintainability Information System (REMIS), Web Desk, Weapon System Management Information System (WSMIS), System Management Analysis Reporting Tool (SMART), MICAP Automated Sourcing System (MASS), Air Force Master Item Identification Database (D023A), Stock Control and Distribution Accounting System (D035), Stock Control System (SCS), Inventory Locator Service (ILS), Joint Total Asset Visibility (JTAV), Web Based Customer Account Tracking System (WEBCATS), Defense Reutilization Marketing Service (DRMS), Multi-Echelon Resources and Logistics Information Network (MERLIN), Reportable Asset Management Process (RAMP), Special Support Stock Control (SSSC), Business Systems Management (BSM), Requirements Management System (D200), and specific contract asset visibility systems.
- Researches queries on assets availability, requisition status, and tracking support.

### **MINIMUM QUALIFICATIONS:**

- Senior personnel shall possess a Master's degree and a minimum of ten (10) years of work experience in a field relevant to their functional area. A minimum of twelve (12) years of work experience in a field relevant to their functional area may be substituted for a Master's; or a minimum of eight (8) years of relevant work experience plus a Bachelor's degree relevant to their functional area may be substituted for a Master's. A minimum of five (5) years' experience must have been performed on DoD programs/projects.
- 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.

**Preferred Qualifications:**

- Possessing current, direct aircraft maintenance and logistics management knowledge and experience in support of weapon systems managed or supported by AFLCMC/WIUA (AC-130U/J/W, EC-130J, HC-130J/N/P and MC-130E/H/J/P) is extremely desirable.

**HMRTech is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for Employment without regard to race/ethnicity, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, genetic information, marital status and disability (including physical or mental disability as well as pregnancy) veteran status or any other status protected by Federal State or local law.**