

Logistics Lead

***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

Organize the safe and efficient storage and distribution of goods, and ensure that orders are fulfilled correctly. Manage supply levels at HUB (consumables and sparing), track and resupply shelf life items, monitor calibration due dates for specific tools, organize & facilitate all in country transportation efforts, and coordinate with CONUS depot for all OCONUS transportation efforts. Work with CONUS depot to initiate purchase requirements when supply is unavailable, task logistics support as necessary to complete inventory objectives and material handling requirements. Proactively identify and resolve logistics issues that arise. Provide information in the form of reports and via real-time communication to ensure others across the organization are informed as required.

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 Manager 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.
- Personnel management: direct the activities of shipping, receiving, and warehouse personnel.
- Supply: track & minimize logistics response times, monitor & ensure stock availability, and maintain inventory accuracy.
- Transportation: track & minimize shipping times

- Managed 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: monitor 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.
- Determine required stock levels based on usage rates and reordering times, and set reorder points to meet the required minimums.
- Provide inputs to monthly inventory status reports for all hardware being procured, stored, shipped, or handled.
- Conducting 10% monthly and 100% annually cyclic inventories on all property and report results.
- Coordinate transportation inspections.
- Demilitarize and properly dispose of Government property upon direction.
- Prepare and package HAZMAT for transportation.
- Safety: maintain safety standards within the HUB.
- Draft Standard Operating Procedures applicable to location.
- Follow all published program policies and procedures.
- Perform other duties and responsibilities as assigned.

Education Requirement:

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

Experience Requirement:

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

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