**Job Description**

**Job Title:**

**Logistics Management Specialist (LMS), Salt Lake City, Utah (76 ORC Cmd).**

**Department:**

USARC Material Management Team (MMT)

**Reports To:**

**Inventory Teams Supervisor (MMT), Fort Bragg, North Carolina.**

**FLSA Status:**

EXEMPT

**SUMMARY:**

Assist with material management actions; update material management records; maintain asset visibility and equipment redistribution; provide the work using the organic or subordinate unit facilities; Attend, conduct briefings, meetings, and workshops; prepare/submit reports; assist with inventories; assist with data cleanup; assist rebuild PBO; assist with redistribution of excess assist inventory teams with redistribution, turn-ins, and found on installation along with inventories; assist units with preparation for deployment, change of command inventories, and special inventories; provide system integration with GCSS-Army(SAP), LIW, DST and FAAST; provide assistance to the supported units, reconciling hand receipts, cataloging property, maintaining property book records, managing inventories, lateral transfers, and the management of excess property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Be on duty at Salt Lake City, Utah and available during normal operational hours, Monday through Friday, excluding federal holidays. Attend, conduct briefings, meetings, and workshops. Ensures material management actions are met IAW PWS for PWS paragraph 5.1-5.8. Provide the work using the organic or subordinate unit facilities. Provide system integration with GCSS-Army(SAP), LIW, DST and FAAST. Provide assistance to the supported units, reconciling hand receipts, cataloging property, maintaining property book records, managing inventories, lateral transfers, and the management of excess property. Assist with material management actions that include, but not limited to, inventories, data cleanup, rebuild PBO and preparing and submitting reports. Assist inventory teams with redistribution of excess, turn-ins, and found on installation along with inventories. Assist units with preparation for deployment, change of command inventories, and special inventories. Maintain asset visibility and equipment redistribution, and update material management records.

**SUPERVISORY RESPONSIBILITIES:**

**None**

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities listed above in a satisfactory manner. Be proficient in the use of Microsoft Office programs, including Word, Excel, Outlook and Power Point. Able to perform web searches to secure information regarding government requirements for certification, training, and performance of operational tasks. Be familiar with military logistical, administrative, and training systems. The requirements identified below are representative of the knowledge, skills and/or abilities required to satisfactorily meet the expectations of this job. A reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION and/or EXPERIENCE:**

AA or AS degree. An additional two (2) years of experience (above the experience requirements) may be substituted. A minimum of six (6) years’ experience providing logistics support for major systems. A minimum of four (4) years Army property book accounting experience, of which a minimum of two (2) years automated experience using the Global Combat Support System Army (GCSS-Army) system, is required. Functional experience in Army logistics information systems including the Force And Asset Search Tool (FAAST), Force Management System Web Site (FMSWeb), Logistics Information Warehouse (LIW), Decision Support Tool (DST) Logistics Data Analysis Tool (LogDAT) must be demonstrated.

**Secret security clearance is required**.

**LANGUAGE SKILLS:**

Ability to read, comprehend and explain instructions, letters, memos, emails and correspondence from inside the organization as well as from external sources. Ability to effectively respond, communicate and present information to customers, internal and external, clients and other employees in the organization.

**REASONING ABILITY:**

Ability to organize work, define and solve problems, establish and manage priorities, collect data, establish facts and draw valid conclusions based on facts. The incumbent must be able to analyze a situation analytically, evaluate the facts/data and formulate a plan of action. Ability to interpret instructions, information and explain to others in the performance of this job.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties are primarily performed in an office environment; however, travel to off-site projects may involve work outdoors; in warehouses; supply points; motor pools; maintenance facilities; etc. for short periods of time.

Job Type: Full-time

Salary: $45,000.00 to $47,500.00 /year

**Application Questions**

**You have requested that Indeed ask candidates the following questions:**

* How many years of Army Property Book experience do you have?
* How many years of relevant Army Logistics experience do you have?
* What is the highest level of education you have completed?
* Are you able to work in Salt Lake City, UT?
* Are you authorized to work in the following country: United States?
* Are you willing to undergo a background check, in accordance with local law/regulations?