



M&E Technical Services

MISSION PLANNER

Kuwait

Department: Operations

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule: 7 days/week 12 hours/day

Job Status: Full Time

Reports To: Operations Manager

Amount of Travel Required: Travel may be required

Positions Supervised: None

CONTINGENT UPON CONTRACT AWARD

POSITION SUMMARY

Responsibilities include but are not limited to planning, mission analysis, reports, tasker tracking, and preparation of briefings. Acts as the primary communications link between the program Operations Centers and the customer. In addition, the mission planner is responsible for forecasting multifunctional logistics requirements in support of APS-5 mission; troubleshoot problem areas in logistics and coordinates problem resolution; tracks completion of all missions and task requirement. Proficient in the use of Microsoft Office Applications to perform daily duties.

ESSENTIAL FUNCTIONS

- Responsible for performing in depth mission analysis on all takers/missions to include special mission requirements as dictated by the OPTEMPO missions issued by the 2-401st AFSB within the allotted time IAW the Performance Work Statement (PWS).
- Serve as a Logistics Subject Matter Expert in the mission analysis process utilizing the MDMP model, for the Prepositioned Stocks (APS-5) Direct Theater Support (DTS) (APS-5 Kuwait) Program.
- Coordinate the efficient and effective use of logistics assets such as supply, transportation and maintenance to support the customer.
- Works as a key member of the Operations Center; participates in the daily shift change briefs; troubleshoot problem areas in logistics; and coordinates problem resolution.
- Provide timely, accurate and relevant information to the LMOC leadership and the customer.
- Track progress and validate completion of all mission/task requirements.
- Apply analytical problem solving skills, and possess the ability to combine logistics technical knowledge with empirical insight to achieve mission objective/goal.
- Coordinate the interfacing between logistics functions such as transportation, maintenance and supply actions to ensure efficient, timely and effective tasker support to the customer.
- Troubleshoot problem areas in logistics and coordinates problem resolution or recommends solutions to management; coordinating with department operation centers (MOC TOC SOC ROC), to ensure desired logistics objectives, priorities and schedules are met.
- Assist in the preparation and presentation of formal logistics briefings to the customer.
- Additional duties may be assigned as required

MUST POSSESS:

- Must be a United States Citizen
- Valid U.S. passport
- Security Clearance issued by the Department of Defense

Minimum Qualifications:

Education/Certifications: *One year related experience may be substituted for one year of education, if degree is required.*

High School graduate or equivalent.

May be required to pass medical and dental evaluation for overseas deployment

EXPERIENCE

Candidate must have at least 3 years of experience working in Supply, Transportation, Maintenance, or Retrograde. Familiarity with military equipment, automation systems related to Class VII accountability and readiness. Excellent written and oral communication skills mandatory. Demonstrated ability to participate actively in a decision making process. Candidate must possess strong customer service and analytical skills and have the ability to work effectively in a team environment as well as work independently with minimal supervision.

SKILLS

Six Sigma and/or Lean training or certifications desirable. Experience working in a Battalion/Brigade S3 or Support Operations section is preferred. Excellent computer skills, interpersonal, oral and written communication skills required. Computer skills include a working knowledge of Microsoft Word, Excel, Outlook, Project and PowerPoint. Have a working knowledge of RFID Tags, Shipping Labels, TCAIMS, MRO's, Hand Receipts and how each of these relates to the receipt and shipping process of Class VII items. Know the AWRDS and LMP systems.

MATERIALS AND EQUIPMENT USED

Excellent computer, interpersonal, oral and written communication skills required.

WORKING ENVIRONMENT

Work is generally conducted in a shop environment; however, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs, stooping, climbing, prolonged standing, prolonged sitting and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published company work rules.

PHYSICAL DEMANDS

Work may require lifting up to 50 lbs, stooping, climbing, prolonged standing, and prolonged sitting. Employee must meet Theater Physical Standards in accordance with CENTCOM guidance.

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