***L-3 Army Fleet Support* / ARAD are Equal Opportunity Employers**
We encourage minorities, women, protected veterans, and disabled individuals to apply.

L-3 Army Fleet Support/ARAD
Fort Rucker, Alabama

JOB ANNOUNCEMENT
FOR INTERNAL AND EXTERNAL APPLICANTS

Date:	June 15, 2016
Position:	Supply Supervisor, Requisition #082160
Location:	L-3 AFS/ARAD Cairns Field, Fort Rucker, AL
Salary:	Furnished to Qualified Applicants
Job Duties/ Responsibilities:	See Attached Job Description **FAA / COMMERCIAL EXPERIENCE PREFERRED** **Qualified AFS / ARAD employees will be given hiring consideration**
Closing Date:	June 20, 2016

To apply, go to www.armyfleetsupport.com, career section. AFS / ARAD internal applicants must apply online and submit form 208 to Human Resources.

Recruiting & Staffing

DISTRIBUTION:
Bulletin Boards

EOE/Minorities/Women/Veterans/Disabled
L-3 ARMY FLEET SUPPORT/ARAD

JOB DESCRIPTION

Job Title: **Supply Supervisor**
Job Number: 97B
Grade:

Department: Logistics
FLSA Status: Exempt
Risk Level:
Report to: Manager of Supply
Schedule: Variable
Location: TBD
Revision Date: 05/11/15

BASIC FUNCTION SUMMARY

Manages the supply, movement and storage of goods and materials at assigned location. Reviews production schedules and related information and confers with managers to determine material requirements required to support the flying hour program. Ensures proper inventory control planning and scheduling to meet contractual commitments. Requisitions, tracks, and examines material delivered to field to verify conformance to specifications. Coordinates the clerical and manual tasks involved in the receipt, verification, storage, turn-in, and issuance of parts, materials, supplies, and equipment. Demonstrates continuous effort to improve operations, decrease cycle time and streamline work processes, and works cooperatively and jointly to provide quality seamless customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates, as a member of management team, in formulating and establishing organizational policies and operating procedures for the company. Implements, coordinates, and manages all aspects of the supply/material program at assigned location.
- Provides leadership to personnel through effective goal setting, delegation, and communication. Aligns goals of the section with the departments and company's goals, policies, and strategies.
- Conducts meetings to ensure that personnel are well informed of changes in supply programs, policies, and procedures.
- Manages the supply, movement and storage of goods and materials at assigned location. Supervises, assigns, directs, and coordinates the activities of workers within the material department.
- Supervises and maintains an efficient and effective supply system at assigned location; assures that all supply and equipment needs necessary to support the production process are met in a timely manner.
- Reviews production schedules and related information and confers with managers to determine the material requirements necessary to support the flying hour program. Implements plan to support the maintenance production schedule.
- Establishes and maintains specifications for supplies, materials and equipment.
- Implements and enforces policies and procedures pertaining to inventory control, transportation, and warehouse management. Coordinates, enforces, and updates Supply Procedures as necessary.

- Conducts inventory control planning and scheduling to meet contractual commitments. Establishes adequate inventory levels of supplies and equipment; plans, performs spot checks and conducts inventories as needed.
- Supervises, manages, and coordinates the clerical and manual tasks involved the procurement, receipt, verification, control, storage, turn-in and issuance of parts, materials, supplies, and equipment. Ensures procedures are in place to protect property from damage and pilferage.
- Implements and enforces procedures for the control and turn-in of serviceable and unserviceable, recoverable and repairable parts, materials, and equipment.
- Ensures that parts, materials, supplies, equipment, and services conform to specified requirements and are delivered in a timely manner.
- Supervises, manages, and controls the disposition of Company Property and Government Furnished Equipment.
- Monitors time and attendance of personnel in the work center.
- Assures all labor and materials are being used and maintained in the proper manner and are allocated to the correct job and work order number.
- Works closely with personnel to ensure that only required parts are requested and ordered. Ensures unserviceable items are tagged and turned into supply system in a timely manner.
- Implements and enforces Company policies and procedures pertaining to the promotion, training, discipline and termination of employees. Ensures that all employees possess the qualifications and certifications necessary to perform their jobs.
- Ensures the preparation, maintenance, and accuracy of forms, files, records, reports and other applicable documents pertaining to the procurement, acquisition, issue, turn-in, and disposal of government parts, materials, supplies, and equipment. Reviews documentation for accuracy, completeness, and legibility.
- Coordinates with the customer, the original equipment manufacturer (OEM), engineering, management, subcontractors, and other personnel as necessary to resolve issues pertaining to supply and logistics.
- Determines priority of work and estimates man-hours, personnel, materials, facility requirements and other resources necessary to accomplish requirements.
- Trains, develops, counsels and motivates subordinates; represents the Company at personnel-related hearings, investigations, and bargaining talks.
- Implements and enforces a sound and effective industrial, ground, and aviation safety program and a fully compliant environmental program at assigned location.
- Maintains a working relationship and act as a liaison with internal and external customers in order to maintain a high level of cooperation and service.
- Conducts investigations into customer complaints relating to contractual deficiencies within the Supply Department. Performs root cause analysis, and recommends and implements appropriate corrective actions.
- Plays an active part in problem resolution, communicating plan to customers, and following up to ensure problems are resolved. Identifies and ensures customer requirements are met, and assesses and analyzes data to determine customer satisfaction.
- Ensures that policies are in accordance with evolving regulations, legal requirements, and industry trends.

- Reports all deviations from established policies or procedures, changes caused by the contractor, federal, or state requirements, or non-compliance with regulations and changes.
- Ensures summaries, analyses, and other data necessary to determine the quality of the overall maintenance effort is submitted to the Supply Manager.
- Evaluates technical publications concerned with logistical practices and participates in activities of related professional organizations to update knowledge of program developments.
- Evaluates reports, decisions, and results of section in relation to established goals. Recommends new approaches, policies, and procedures to maximize the efficiency and effectiveness of the organization, while lowering costs.

QUALIFICATION STANDARDS

Knowledge: Frequent use and specific knowledge of industry practices, techniques, and standards. Applies industry specific concepts and principles.

Problem Solving: Develops solutions to a variety of problems of varying scope and complexity. Refers to policies and practices for guidance.

Discretion: Works under minimal supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact: Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison: Frequent internal company and external contacts. Represents organization on specific projects.

Typical Experience & Education: The incumbent must have a high school diploma or equivalent. He or she must have successfully completed formal training conducted by the U.S. Army or Armed Forces equivalent, or training courses conducted by industry or civilian institutions. The incumbent must have a minimum of five years experience working within the Army aviation supply system as a supply specialist, or another related position within the field. A Bachelors degree in a related field and five years experience in aviation maintenance/logistics is desired. **FAA / COMMERCIAL EXPERIENCE IS PREFERRED.**

The incumbent must possess the necessary leadership and management skills necessary to lead and direct employees with the Supply/Material Section. The incumbent must be able to communicate effectively with all levels of employees throughout the organization. He or she must also be able to develop and maintain strong working relationships with internal and external customers. The incumbent must be able to meet any Government/Company licensing/qualification requirements for the position and obtain the level of Industrial Security Clearance required by the Government.

The incumbent must have thorough knowledge of the Army supply system, preferably GCSS-Army, pertaining to aircraft parts, components, materials, and applicable technical publications. The incumbent must have thorough knowledge of Army procurement, inventory management, shipping, receiving, transportation, storage, turn-in, property accountability, and supply procedures and regulations. He or she must be able to read, write, speak and understand English and be able to follow written and oral instructions. The incumbent must have strong problem solving skills and have the ability to work with others to effect solutions to ordinary situations/problems.

The incumbent must be knowledgeable of problem solving techniques and have knowledge of ISO 9000 Quality Management System. He or she must have excellent prioritization, organization, analytical and decision-making skills. The incumbent must be computer literate and proficient in Microsoft Office.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

Physical Demands/Work Environment:

This classification activity is usually accomplished in an office environment and as such requires a minimum of physical movements and postures associated with these activities. Typical physical demands or activities include standing, bending, stooping, pushing, kneeling, reaching and walking. May be required to lift objects whose weight normally will not exceed 25 pounds. Special vision abilities required to perform this job are close vision, peripheral vision, color vision, depth perception and the ability to adjust and focus.

Special Requirements:

- Due to the nature of our work this position may require the ability to obtain and maintain a Department of Defense security clearance.
- Occasional travel to suppliers may be necessary.