

# **Position Title:** **LOGISTICS ASSISTANT/ AMMUNITION CLERK**



BCDS is actively recruiting Veterans with recent OEF/OIF experience and combat service support/ammo tech backgrounds.

## **Position Responsibilities Include:**

- Assist in the development and update of lesson plans in accordance with the USMC Systems Approach to Training (SAT) User's Guide.
- Provide technical input in development and updates of curriculum, Program of Instruction (POI) and training materials for the courses of instruction.
- Provides assistance with logistic support of advisor training at the direction of ATG Logistic and Supply Officers, specifically in the area of logistic materiel and ammunition matters.
- Reviews supply requirements; conducts detailed inventories on on-hand supplies and materials; and submits the necessary requests to ensure all material requirements are available for use.
- Responsible for providing recurring reports detailing the accurate status of instructor supply requirements, identify instructor staff facility requirements and discrepancies to the ATG Logistic Officer.
- Responsible for staging, transportation, distribution and disposition of Class V supplies as well as the associated dunnage in support of Advisor Team training. Monitor logistic requirements to support instructor staff for each period of training and accomplish additional administrative logistic tasks as directed.
- This position may require travel to alternate training venues.
- Performance of duties shall be in a combination of classroom and field conditions.

## **Civilian Education:**

**REQUIRED:** High School diploma

**DESIRED:** College degree is preferred.

## **Military Education:**

**REQUIRED:** Certification as Marine Corps Range Safety Officers (RSO).

**DESIRED:** Train the Trainer School (T3S) within last four years from date of hire a plus.

## **Military/Government Experience:**

**REQUIRED:** Former Marine with a combat service support/ammo tech background.

**DESIRED:** Operational experience within the last four years as of date of hire. Familiarity with the Mojave Viper and/or the USMC Advisor Program; currency with TTP and Lessons Learned from recent real world operations within the last four years as of date of hire; experience as an Advisor.

## **Clearance:**

**REQUIRED:** Secret Clearance

**Submit Resume and Cover Letter to [employment@4x4bcds.com](mailto:employment@4x4bcds.com)**

*Applicants must hold a valid US Passport. Compensation commensurate with experience. BCDS is an equal opportunity employer. All positions are pending contract award in May, 2012*