

# **Position Title:** **LOGISTICS ASSISTANT**



BCDS is actively recruiting Veterans (E6 and above) with recent OEF/OIF experience and a combat service support/logistics background.

## **Position Responsibilities Include:**

- Provide assistance with logistical support of advisor training at the direction of ATC Operations Officer, Operations Chief, and Logistics Chief.
- Receive, submit and track all logistical requests in support of ATC training plan.
- Perform daily reconciliations of all logistics requests with the Logistics Chief and MHG S-4.
- Advise ATC staff on the status of logistics support and inform the ATC staff of logistics support shortfalls including training schedule impact.
- Coordinate security cooperation team logistics and support requirements with ATC and MHG staff sections.
- Responsible for the production and maintenance of support matrices detailing the status of support for every ATC training event.
- Act as primary point of contact for ATC non-tactical vehicle fleet, coordinating with outside agencies to provide all required mileage and maintenance reports.
- Assist Logistics Chief in training facility maintenance, accounting for equipment, cell phone/blackberry services, and NMCI seat requests.
- Monitor and record logistics requirements to support instructor staff for each period of training.
- 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 E-6 or above with a combat service support/logistics background.

**DESIRED:** Operational experience within the last six years as of date of hire. Combat deployment experience in support of Operation Iraqi Freedom or Enduring Freedom. Experience as an Advisor Team Logistics Chief.

## **Other:**

Ability to access Marine Corps logistical programs (CLC2S, TCPT, etc).

## **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*