



Logistics Analyst

Location: Little Rock AFB, AR

Clearance: Secret

Travel: 5%+

Position Available: 1

Job Description

Summary/Objective

The Logistics Analyst will ensure that all supply functions, purchasing materials, and other aspects of logistics are executed in an accurate and organized process. This position will generate and maintain purchase requests and orders as well as perform invoicing. In addition, this position will manage inventory to ensure property accountability. Work with logistics software and systems such as TC Max; ULLS-A-E/back shops; TMDE and IMD; and DRMO disposition turn-in services. This position is responsible for assisting the overall C-130J MATS Logistics Program complete various complex and strategic supply functions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential job functions for this position include:

- This position will support FIAR requirements and enact the following responsibilities:
 - o Inventory
 - o Interfacing vs Self-Service Option
 - o Data Conversion Sheets
 - o Data Cleansing
 - o Valuation (Chief Financial Officer (CFO) Reporting
 - o Daily Transactions Reporting
- Provide updates to the inventory system.
- Performs advanced administrative duties requiring a good working knowledge of NOVA Technologies operations.
- Responsible for initial identification of items, submitting purchase requests for approval, ordering, purchasing, and tracking items to invoice completion.
- Generating and maintaining work orders, requests for RMA's, (repair request) quotes.
- Tracking all outbound and inbound shipments to include export ITAR and import shipments that may require customs clearance.
- Assist in the proper disposition and turn-in of all end of life and unserviceable equipment
- Composes and prepares confidential correspondence, reports, and other complex documents.
- Creates and maintains databases and spreadsheet files.
- Maximizes office productivity through proficient use of appropriate software applications.
- Researches and develops resources that create timely and efficient workflow.

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- PIEE representative/processor. Must process cases from beginning to end unassisted by others.
- Performs audits as needed to ensure program compliance.
- Various inventory related taskings including initial spares acceptance.
- Compliance with all company Information Systems security policies and procedures. Personally responsible for proper classification and marking of all information and materials, in any form. Shall be assigned specific responsibility for Information Security by immediate supervisor or department management. Shall not divulge any information, or afford access, to other employees not having a need-to-know. Shall not divulge information outside company without management approval. Incumbent shall execute company non-disclosure agreement prior to access to any controlled information.
- Provides overall support to the CLS Manager and Logistics Manager.
- Other duties as assigned.

Competencies

Required skills and abilities to effectively perform this position include, but are not limited to:

- Demonstrates proficiency in Microsoft Office Products, including Windows, Word, Excel, Power Point, and Access.
- Ability to effectively manage and prioritize multiple tasks concurrently.
- Demonstrates attention to detail and ensures thorough follow-through on assignments.
- Ability to work flexible hours, including overtime and occasional weekends.
- Capability to work independently with minimal supervision.
- Excellent negotiation and supplier management skills.
- Ability to conduct Inventory control and manage logistics material handling.
- Ability to implement and adhere to storage requirements for logistics material.
- Displays strong attention to detail with effective written and verbal communication skills.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and mean time between failures.
- Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports and business correspondence.
- Ability to respond to common inquiries or questions from supplier, managers, internal and external customers, and the general public.
- The employee must regularly lift and/or move up to 10 pounds, must frequently lift and/or move up to 25 pounds, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Education and Experience

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- Bachelor's degree in logistics, business management, supply chain, a technical subject matter, or other related field. 4 years of equivalent experience in the above job duties, or related field, is required in lieu of formal 4-year degree.
- Minimum five years' experience in the US Air Force Supply arena accomplishing all of the above-mentioned essential duties and responsibilities.
- Experience and knowledge in logistics management concepts, principles, and practices of integrated logistics support functions.
- Experience interpreting and defining short and long-range Integrated Logistics Support guidance.
- Experience in asset management, compliance, and auditability.
- Must be familiar with ISO quality standards.
- Must be familiar with ITAR compliance and best practices.
- Fundamental knowledge of US Air Force supply practices
- Knowledge of concepts, practices, and procedures of US Air Force Supply

Supervisory Responsibility

This position will not have authority or responsibility for the leadership and supervision of others.

Work Environment, Programs, and Tools

While working within an office or high-bay environment, this position will frequently be required to sit, talk, listen, use eye acuity, use hands/fingers to grasp or type, must be physically able to climb stairs and enter/exit training devices.

The employee must regularly lift and/or move up to 10 pounds, must frequently lift and/or move up to 25 pounds, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

This position will also frequently require the individual to use the following tools, equipment, or programs: Computer, fax machine, copy machine, printer, and Microsoft Office products such as Windows, Word, Excel, Outlook, PowerPoint, and Access.

Position Type/Expected Hours of Work

This position will be on site at Little Rock AFB, AR and will require adherence to the Government site hours of operation. This position is a full-time salaried exempt position, expected to work at least 80 hours a payroll period. This position may require evening/weekend work and work outside of the Government site hours of operations when Program support is needed. Must be willing and able to work overtime and weekends if requested.

Travel

Must be able and willing to travel 5%+ to various locations to complete site inventory audits or compliance requirements.

Security Clearance

Must have an active Secret Security Clearance.

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**Other Duties**

This job description is not intended to be an all-inclusive list of activities, duties, responsibilities, and standards required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

AAP/EEO Statement

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