



<b>Company:</b>	ENSPYR, LLC
<b>Date Open:</b>	07/30/2019
<b>Date Closed:</b>	TBD
<b>Job ID No. #:</b>	SH1207
<b>Job Title:</b>	Supply Technician A
<b>Labor Category:</b>	Supply Technician
<b>Location:</b>	Sumter, S.C. (Shaw AFB)
<b>Position:</b>	Full-Time / Non-Exempt
<b>Work Schedule:</b>	Monday - Friday (7AM to 5PM coverage), no telecommuting
<b>Type Clearance Req.:</b>	SECRET
<b>Salary:</b>	Per CBA
<b>Availability:</b>	08/05/2019

ENSPYR, LLC has **one (1)** opening for a Supply Technician to provide contractor on-site support at Shaw AFB, SC. Apply now to this posting for immediate consideration.

**Position Summary:** The Contractor shall be responsible for the efficient management and accountability of the Stock Control Cell in support of the Prime Contractor Enterprise Solution–Supply (ES-S) Category II Satellite supply account in Oman, Qatar, & United Arab Emirates. Carries out all duties in accordance with Prime/Subcontractor ISO 9001 Quality and Safety Standards.

**Job Responsibilities:**

- Assists Prime Contractor ES-S personnel in acquiring and reporting critical parts requirements. This also includes in monitoring and processing Mission Capable (MICAP).
- Generates requisitions to the applicable depot to support Non Part-numbered requirements IAW ES-S procedures.
- Generates/monitors Supply Assists and initiates follow-ups and accelerates delivery as required with the respective depot.
- Reviews requisition status using Advanced Tractability and Control (ATAC) and updates ES-S records with status.
- Researches/resolves depot cancellations to include processing accordingly.
- Implements the precepts of quality assurance within the guidelines set forth in the ISO 9001 program.
- Ensures that all work is completed to this quality standard and provides sites with feedback on their progress.
- Monitors/maintains, reviews, and validates applicable Exception Codes to include Requisition, Issue, Excess, and Shipment Exception Codes.
- Loads/monitors approved Special Levels.
- Administer AFTO Form 375 submittals to include contact with Item Managers.
- Process and validate Special Requirement (SPEC-R) requisitions to support production goals.
- Reviews and validates Project Codes assigned against requisitions.
- Prepares and distributes Project Fund Manager Record (PFMR) reports to monitor O&M funding.
- Assists DynCorp-ESS site personnel in processing of supply rejects. This involves researching applicable rejects received, and processing the required transactions to allow acceptance of rejected transactions.
- Monitors Excess Report Details, and coordinates the movement of excess property with the Item Manager as required.
- Assists in the management of Excess Exception (EEX) code validation process.
- Coordinate AF Form 601 submittals to AFCENT
- Prepares and tracks reports for Program Support Office
- Assists in Inventory Report preparation.
- Assists/Works the Deployed Report
- Coordinates with USAFCENT on Equipment/MRSP asset are transfers (RDO) for LRC Taskers.
- Processes ES-S transactions during equipment intra site (OTR) movements.

- Reviews/ Works WRM detail records with the USAF authorization documents WCDO.
- Coordinate/work RFIs and taskers when directed by the Program Support Office
- Performs other related duties as required.

**Important Notice:** The above is a brief summary of job responsibilities and is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform.

**Desired Knowledge, Skills, and Abilities (KSA):**

- Must be a U.S. Citizen and possess/maintain unexpired U.S. Driver's License and vehicle registration/insurance (to drive on military installation).
- Must have or be able to obtain U.S. Passport.
- Must have and maintain an ACTIVE U.S. T3/Secret Security Clearance.
- Basic knowledge of mathematics, working knowledge in the accountability of USAF property, ES-S/AFEMS policies and procedures, and principles of property accounting through manual or automated systems is mandatory.
- Five (5) years' or more experience in operating USAF ES-S and AFEMS.
- Able to work individually and as part of a team. Able to work with minimal supervision and work with those with less experience.
- Demonstrated proficiency with Microsoft (MS) Windows computer operating system and MS Office Professional Suite (Word, Excel, PowerPoint, Outlook, & Access).
- Able to work individually with minimal supervision and as part of a team.
- Able to travel internationally.
- Works in normal office environment.

**Education:**

- High School Diploma or equivalent.

**Travel:**

- Available as needed for temporary duties at other locations (OCONUS).

**How to Apply:** After reviewing the position, go to <https://www.indeedjobs.com/enspyr-llc> to apply online by uploading your resume **AND** VMET (DD 2586) and/or Joint Service Transcript. Go to <https://milconnect.dmdc.osd.mil/milconnect>, from the menu select "Correspondence/Documentation", next select "DoDTAP", then select "VMET tab" and follow the onscreen instructions. [**Note:** Please be sure to address all stated requirements of posted requisition in the resume that you possess and ensure you submit all required documents. Resumes may not be considered if this is not accomplished.]

*Enspyr is an Equal Opportunity/Affirmative Action Employer. We abide by the requirements of 41 CFR §§ 60-1.4(a), 60-2, 60-300.5(a) and 60-741.5(a). These regulations prohibit federal contractors/subcontractors from discriminating against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin. Moreover, these regulations require that covered federal contractors/subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. In addition, contractors and subcontractors are prohibited from discriminating against applicants or employees because they inquire about, discuss, or disclose their compensation or that of others, subject to certain limitations.*

***This Company is an E-Verify Participant.***