

<b>Company:</b>	ENSPYR, LLC
<b>Date Open:</b>	02/16/2018
<b>Date Closed:</b>	TBD
<b>Job ID No. #:</b>	SH1210-1211
<b>Job Title:</b>	Supply Technician C
<b>Labor Category:</b>	Supply Technician
<b>Location:</b>	Sumter, S.C. (Shaw AFB)
<b>Position:</b>	<b>Temporary</b> Full-Time / Non-Exempt
<b>Work Schedule:</b>	Monday - Friday
<b>Clearance Req.:</b>	SECRET
<b>Availability:</b>	02/06/2018

ENSPYR, LLC has **one (1)** opening for a **temporary** 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 Equipment/Spares 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:**

- Monitors Equipment/MRSP operations at the sites by reviewing Enterprise Solution Supply (ES-S) internal detail records for accuracy and timely updates.
- Reviews/works WRM detail records with the USAF authorization documents (WPARR/D040).
- Coordinates processing of supply transactions to include expensing and processing issue files for Equipment/MRSP shortages. Monitors timely processing of excess turn-ins and detail deletions. Coordinates intra-site transfer of Equipment/MRSP.
- Assists in the monitoring of site exercise PFMRs. Performs expensing of MRSP that is used in support of exercises so that charges are reflected against correct PFMRs.
- Performs monthly validation of Equipment/MRSP for detail records accuracy.
- Coordinates with Stock Control cell in addressing and resolving Equipment/MRSP, repair cycle, TCTO and Weapon Systems Support related problems.
- Performs within the guidelines in the ISO 9001 program. Provides sites with feedback on meeting this Standard.
- Assists in identifying sites that are tasked to support contingencies/exercises.
- Monitor transactions to include: FCI, FET, FED, 1ET, to include ASL and Q09/Q10 report.
- Works AFEMS rejects and updates for accuracy.
- Coordinate/work RFIs and taskers when directed by the Program Support Office
- Performs other duties as directed.

**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 a valid U.S. Driver’s License unexpired driver’s license/auto insurance required for driving on installation).
- Must have an Active U.S. Secret Security Clearance.
- Basic knowledge of mathematics and working knowledge of the accountability of USAF property, ES-S/AFEMS policies and procedures, and principles of property accounting through manual or automated systems is mandatory.
- Five years’ or more experience in operating USAF ES-S and AFEMS is mandatory.
- 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 (MS Word, Excel, PowerPoint, Outlook, & Access).
- Works in normal office environment.
- High school diploma or equivalent.

**Travel:**

- None

**How to Apply:** After reviewing the position, please apply by sending an email to [hr2@enspyr.com](mailto:hr2@enspyr.com) referencing the Job Title in the subject line and attach your resume (MS Word format) and Verification of Military & Education Training

(VMET). You can go to <https://www.dmdc.osd.mil/tgps/> to download your VMET. [**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), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination 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, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.***

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