



15484 N 1350 E, Odon, IN 47562
Ph: 812.863.4455 · Fax: 812.863.4458

Title Logistic Management Specialist II

Department Valor Defense Solutions, Inc. Facility

Work Location Valor Facility

Exempt Status (Y or N) N Position Status (FT/PT/Permanent/Temporary) FT

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Valor Inc is an Equal Opportunity Employer and provides a Zero Tolerance Drug Free Workplace
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- To ensure the proper procedures are in place for provision of the daily safety and well being of the employees, customers and equipment.

Position purpose

The position of the Logistics Management Specialist (LMS) II is to provide logistical support for the company, ensuring that all related operations are on track by developing, establishing, and enforcing logistic management/planning for Valor Defense Solutions, Inc. This will include LMS support for vendor management, inventory control, cost management, reliability, maintenance planning, and shipping of materials. Position is for all internal and external requirements.

Responsibilities/Duties/Functions/Tasks

Incumbent provides material supply support from the control of raw materials, piece parts and A-Condition material, upon facility arrival, till completion of tasking/contract.

Incumbent identifies the specific requirements related for money, manpower, material, facilities, and services needed to support all Valor Defense Solutions Inc. programs.

The incumbent correlates requirements with program plans to assure that the needed support is provided at the right time and place.

Incumbent utilizes automated systems for data entry and accurate control of logistic planning and for all tasks.

Incumbent ensures the execution and continuous improvement of logistics processes, such as data management and electronic data systems are utilized for tracking tasks and materials from entry to exiting Valor Defense Solutions, Inc.

Incumbent is the Customer and Government Property Manager, accounting for all materials from day of receipt thru life cycle at Valor Defense and shipment back to the Customer or the Government.

Incumbent also performs additional tasks as assigned in the manufacture and repair of parts, assemblies, and materials.

Incumbent promotes professionalism and communicates regularly with subordinates and management in completing tasks. Communication can be written or oral, but is always clear, accurate and complete.

Incumbent must have the ability to perform duties as assigned with no supervision or direction from management. Incumbent assists and provides training to other Valor employees on the requirements of Logistics.

Qualifications

Associates degree or equivalent and at least 3 years of job-related experience or equivalent experience. Requires operating application software, including word processing and spreadsheet programs. Good communication skills both written and oral.

Special Position Requirements

Must possess a valid Indiana License. Must possess the ability to obtain and maintain a US Department of Defense Security Clearance. Position may require limited travel.

Preferences

Bachelor's degree and 10 years of combined logistics and management experience with full lifecycle logistics support for the Navy

Work Requirements

Most tasks will be performed in an office setting. Safety glasses and hearing protection may be required to support certain tasks.