

Position: Logistics Planner

Location: NORTHCOM (CO), SOUTHCOM (FL)

Clearance: None

### **Position Overview:**

The Logistics Planner ensures operations continuity by supplying and overseeing all necessary supplies to administer humanitarian assistance disaster recovery.

### **Responsibilities:**

- Logistics Planning
  - Respond to supply needs in a variety of environments and of a variety of classes.
    - Classes may include Rations and Water, Administrative Supplies, Petroleum and Lubricants, Construction Materials, Personal Items, Major Items, Medical Supplies, and/or Repair Parts.
  - Make provisions for disaster recovery efforts that may include renovation materials, engineering support to essential public facilities (school buildings, water wells, medical clinics, fire stations, etc.), and medical control.
- Logistics Management
  - Check and maintain inventory and reserve available stock items for order.
  - Submit Purchase Requests and create Purchase Orders once requests are approved.
  - Order, receive, inspect, and document all items as required.
  - Maintain the Property Book and Warehousing Capabilities.
  - Control the Warehouse Data Management System, to move and store materials, process transactions, and ship equipment.
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- Logistics Movement
  - Package and prepare supplies.
  - Ship supplies to various sites and ensure timely arrival.
  - Submit all appropriate travel and expense vouchers.
  - Note any discrepancy in delivery schedule and resolve any issues in a timely, professional manner.
  - Support partner nation personnel by managing lodging, meals, and transportation.
- Perform other related duties as required.

### **Education / Skills and Requirements:**

- Bachelor's Degree.
- 5 years of logistical experience.
- Must be able to speak French or Spanish as well as English