



Junior Supply Support Analyst

E3R, Inc. Opportunity, San Diego, CA; Junior Supply Support Analyst

Job Description:

E3R, Inc. is seeking candidates to fill a Junior Supply Support Analyst under the oversight of more senior positions, assisting the Government in performance of the following functional duties:

- Support Logistics Management and Integrated Logistics Support activities associated with a Major Defense Acquisition Program.
- Support the implementation and management of program changes and interventions to ensure program goals are achieved.
- Experience with developing budgets and operating plans for programs (program spend plans).
- Specialized logistics experience with a Navy acquisition program or related/comparable Logistics experience with Department of Defense (DoD) agencies.

Desired Knowledge, Skills, Abilities:

- Schedule and facilitate Provisioning Guidance Conference
- Establish a POA&M for Provisioning Conference
- Review Provisioning Technical Data (PTD) in support of developing Allowance Component List (ACL)/Allowance Part Lists (APLs)
- Review National Item Identification Numbers (NIINs) and submit inquiries to Supply system
- Review Reliability Block Diagrams (RBDs)
- Input to databases to include Interactive Computer Aided Provisioning System (ICAPS), PSD Automated Reporting and Tracking System (PARTS)
- Track and maintain ILS action item database and report progress status
- Update logistics related inputs to program related IPT briefs and various program documents
- 3+ years of Logistics Specialist (LS)/Storekeeper (SK) operational experience
- 3+ years of experience in identifying, ordering, stocking and issuing repair parts and general supplies utilizing the Navy Supply System
- 3+ years of experience maintaining financial records and accounting systems via Relational Supply (R-Supply) and Naval Aviation Logistics Command Management Information System (NALCOMIS) systems
- Experience organizing and maintaining property accounting databases, correspondence files, and reports
- Familiarity with Allowance Type (AT) codes
- Excellent critical thinking skills.
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work independently and as a team.
- Ability to learn and apply logistics concepts to assigned duties.
- DAWIA Level I Logistics course or equivalent certification or military experience

Security Clearance Requirement: Active Secret, no exceptions

Education Requirement: Bachelor of Science from accredited college or university.

Military Experience: Desired

Travel Requirements: None

Location: NAVWAR HQ San Diego, CA

Benefits: E3R has a comprehensive benefits plan which includes a Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

How to apply: Interested candidates who meet the qualifications above should respond with a cover letter “email” and resume to morgan.henry@e3rinc.com.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.