# Tyonek SERVICES Group, Inc

### Job Description Form

| Division/Department | **TSG** |
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| Location | **MAD** |
| Job Title | **Aviation Logistic Program Manager** |
| Reports to | **Paul Stein** | Title | **Vice President** |
| Level/Grade(if applicable) | **N/A** | Type of position:[x]  Full-time**[ ]**   Part-time**[ ]**   Contractor**[ ]**  Intern / Temporary | Hours       / week**[x]** Salary**[x]**  Exempt**[ ]**  Hourly**[ ]**  Nonexempt |
| General Description |
| * Provides Program Level management of all Tyonek Services Group logistics and supply chain operations. Manages day-to-day functions of the Logistics group, while maintaining effective communications with other Tyonek business units to ensure efficiency, effectiveness, and continuous improvement of operations.
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| Duties |
| * Provides Program Management of all logistics operations, including but not limited to:
* Program Management oversight of awarded logistics contracts
* Procurements and buying activities to include Deltek CostPoint system management
* Tyonek owned and Government Provided property accountability
* Provide support to the Business Development team in the form or pricing and estimating, including the development of Bills of Materials (BOM) and Basis of Estimates (BOE)
* Shipping and Receiving Operations
* Logistics management and planning functions; makes recommendations to improve productivity, quality, and efficiency of operations
* Interacts with operations functional groups to ensure that all requirements are being met.
* Is a subject matter expert on the field’s concepts, practices, and procedures related to supply chain operations
* Relies on extensive experience and judgment to plan and accomplish goals, coordinates and resolves issues
* Performs a variety of tasks to include leading and directing the work of others
* A wide degree of creativity and latitude is expected.
* Effective communication with Management and Program Managers.
* Other Duties as Assigned
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| education/Experience requirements |
| * Bachelor’s degree in related field or area of specialty
* A minimum of 5 to 7 years of experience in Logistics Planning and shipping/ receiving operation in an Aviation environment.
* Hands-on experience using Microsoft Applications (Access, Excel, Outlook, PowerPoint, Word), Microsoft Project and Microsoft SharePoint.
* Excellent written and oral communication skills with clients, technical staff, management, subject matter experts, and supporting team members.
* Experience using Deltek CostPoint is required.
* We maintain a drug-free workplace and perform post offer, pre-employment substance abuse testing.
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| Physical requirements |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.* Must be able to walk and stand on level and/or inclined surfaces for certain periods throughout the day
* Must be able to climb stairs, ramps, ladders, and work stands, working at heights with fall protection devices.
* Must be able to crouch, crawl, grasp or handle objects, use finger dexterity, bend elbow/knee and reach above/below shoulders.
* May be required to lift up to 25 pounds and carry for short distances.
* Must be able to distinguish color and judge three-dimensional depth.
* Normally works in an office setting with controlled temperature.
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| EQUAL OPPORTUNITY EMPLOYER / VEVRAA /ADA |
| * TNC and its subsidiaries fall under ANCSA and are entitled under Federal Law to extend hiring preferences to its shareholders. ANCSA provides TNC the authority to give shareholder preference in hiring. TNC reaffirms its belief in equal employment opportunity for all employees and applicants for employment. Tyonek is an Equal Opportunity Employer and a VEVRAA Federal Contractor who affords equal employment opportunity to protected veterans and people with disabilities: Tyonek Native Corporation provides all employees and job applicants’ equal employment opportunities in hiring and promotion without discrimination because of age, sex, sexual orientation, genetic information, gender identity, marital status, race, religion, color, veteran status, physical or mental disability, national origin, or any other reason prohibited by law.
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| Reviewed by |  | Title |  |
| Approved by |  | Title |  |