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ADMINISTRATIVE and LOGISTICS SECURITY SPECIALIST (OCONUS)	
Job Title	Administrative and Logistics Security Specialist
Job Type	Full-time / Contractor (optional)
Work Location	Western Europe
Clearance Level Required	<b>Secret</b>
Citizenship Status Requirement	Must be a US Citizen
Travel	90-100%
Job Description	<p>AX is a global provider of a full spectrum of security and mission support solutions tailored to enable global security and stability operations. We offer a comprehensive range of global protective, security and mission support solutions to US Government, foreign allied governments, and a wide range of private and commercial clients. Our mission is to enable our clients to operate in the global marketplace with greater confidence, certainty and security by providing a full range of tailored, turn-key solutions which fall outside the scope of mainstream management resources, using our vetted, experienced subject matter experts.</p> <p><a href="#">This is a contingent position based on contract award and funding from the customer.</a></p> <p>AX is currently recruiting Medium / High Threat Security and Support Professionals for assignments in some of the world's most challenging and dynamic locations. We look for people of the utmost caliber with extensive security experience and unquestionable accountability, integrity and professionalism. If you meet the requirements for this position, please apply so a member of our Recruiting Staff can review your application.</p>
Responsibilities	<ol style="list-style-type: none"> <li>1. Performs general administrative and logistical functions</li> <li>2. Prepares and maintains records, to include personnel, property, maintenance, and operational records</li> <li>3. Prepares periodic / scheduled reports</li> </ol>



	<ol style="list-style-type: none"> <li>4. Maintains duty schedules and time sheets</li> <li>5. Coordinates transportation for task order personnel, including country clearance telegrams, in-country security for incoming and outgoing personnel, and ensuring in-country housing needs are met. <i>This responsibility does not include actually making travel arrangements (e.g., airline tickets, hotel reservations, etc.) for rotations</i></li> <li>6. Coordinates shipping arrangements, documenting that the proper customs, procedures, and standards are adhered to</li> <li>7. Performs supply, receiving, marking, and warehousing and storing activities as specified in statement of work</li> <li>8. Coordinates billeting, storage, and maintenance activities</li> <li>9. Maintains active and accurate accounting of all task order equipment and supplies, through a computerized file and accounting system</li> <li>10. Other administrative functions as assigned</li> </ol>
Qualifications	<ol style="list-style-type: none"> <li>1. US citizen / TCN / LN</li> <li>2. Level three (3) English language proficiency</li> <li>3. At a minimum, must possess either a bachelor's degree in logistics / supply chain management from an accredited institution or a current Certified Professional Property Specialist certification; Certified Professional Property Administrator certification is preferred (<a href="http://www.npma.org">www.npma.org</a>)</li> <li>4. Must possess a minimum of three (3) years of experience in administrative and logistical support management             <ol style="list-style-type: none"> <li>a. A minimum of two (2) years of this experience must have been in property management, with demonstrable experience in at least three (3) of the following areas:                 <ol style="list-style-type: none"> <li>i. Acquisition</li> <li>ii. Audits</li> <li>iii. Control (e.g., ownership, responsibility, and accountability)</li> <li>iv. Disposition and retirement</li> <li>v. Movement and transfers</li> <li>vi. Inventory</li> <li>vii. Property accounting</li> <li>viii. Receiving</li> </ol> </li> </ol> </li> </ol>



	<ul style="list-style-type: none"> <li>ix. Records and reporting</li> <li>b. A minimum of one (1) year of this experience must have been in overseas procurement and logistics management</li> <li>c. Must be proficient in Apple OS, Microsoft Word, Excel, Outlook, and possess sufficient computer skills to manage electronic files and an electronic records keeping system</li> </ul>
Training	<ol style="list-style-type: none"> <li>1. Attend and successfully complete the prerequisite support training course, as outlined in the statement of work, if required</li> <li>2. The Physician may be required to qualify with the Glock-19 and M4, re-qualifying as required</li> <li>3. Obtain and maintain a personnel security clearance / public trust certification, if required</li> <li>4. Possess no impediments to traveling overseas to and within countries that are considered dangerous or unhealthy in general, or to the country or countries</li> </ol>
Note	<p>The job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Positions may or may not require applicants selected to be subjected to a background check and government security investigation. Certain job assignments may require an employee to successfully obtain and or maintain a security clearance and meet eligibility requirements for access to classified information.</p>
To Apply	Send <b>1-page resume</b> in Word, PDF or Pages format to <a href="mailto:info@americankx.com">info@americankx.com</a>