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**Requisition No.:** 2024-PM-04

**Need Date:** Immediate

**Job Family:** • Integrated Logistics Support (ILS) Specialist – Lead Level

**Position Type:** Full Time Position

**Exempt/Non-Exempt Classification:** Exempt

**Security Clearance Requirement:** The candidate must be clearable to DoD Secret Level.

**Location:** *In office:* The candidate will work at multiple locations in and about Manassas, Virginia

**Education:** Bachelor's Degree (preferred) or equivalent work experience in a related field. An equivalent of 4 years of combined education, professional training, or related work experience may be substituted for Bachelor's requirement.

**Experience Level:**

6-9 years of applied experience desired.

**Travel:** Local. May require occasional travel to off-site locations in the Manassas VA area.

**Overview:**

This is a great opportunity for an Integrated Logistics Support (ILS) Specialist to expand your skills by working in a dynamic environment supporting sonar systems for the US submarine community. This position will oversee coordination and execution of sustainment, provisioning, and development of IETMs (Integrated Electronic Technical Manuals) products and processes and will be required to interface with all departments and customer representatives supporting the program. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna people are our greatest resource, we highly value every employee, and pride ourselves at being extremely productive while delivering high quality products to our customers.

**Job Responsibilities:**

- Experience working in a logistics environment in acquisition ILS, in-service logistics, sustainment or asset management including experience in the application and management of Logistics Support Analysis (LSA) activities,
- Knowledge of the links between ILS, LSA and Test and Evaluation/Verification and Validation (T&E/V&V)
- Thorough understanding of the integration requirements required within support elements, and between other technical disciplines
- Experience reviewing and analyzing Provisioning Technical Documentation (PTD)/Engineering Data For Provisioning (EDFP) and creating Provisioning Parts Lists (PPLs) in ICAPS C/S to develop and/or update Allowance Parts Lists (APL)
- Experience with Integrated Product Support (IPS) and/or ILS support elements and products

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- Experience in establishing and maintaining logistics products for an In-Service Engineering Agent (ISEA)
- Familiar with Navy technical manuals update processes
- Assist in the development of IETMs – either conversion from existing published hard copy manuals or for new development systems
- Ensure compliance with technical manual specifications and technical manual life cycle management plans.
- Participate in maintenance planning and analysis. Provide logistics support analysis, provisioning data input and maintenance planning support. Document discrepancies and recommend corrections.
- Provide supply support, assisting with inventory control, interim spares management, and Allowance Parts List (APL) management
- In-depth knowledge and experience to undertake tasks of increasing complexity, including the ability to consider the problem, derive a range of potential solutions from existing possibilities and decide on the best course of action to reach a cost-effective outcome

**Basic Qualifications:**

- Ability to interface well with the customers and the Program Managers
- Excellent interpersonal and communication (oral and written) skills.
- Proficient in the use of all Microsoft Office products
- Detail oriented
- Logistics support experience

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.