



Lear Siegler Services, Inc. Hot Job Announcements

Iraq

Position Title: MiMMS Operator

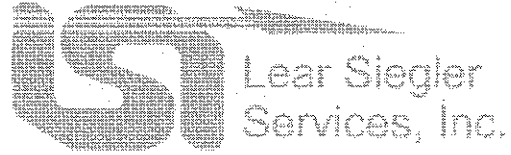
Qualifications & Competencies:

The candidate must have at least three (3) years of work experience. Ability to follow directions and complete assignments promptly and accurately. Have a working knowledge of Marine Corps Supported Activities Supply System (SASSY), Asset Tracking and Logistics Automated Support System (ATLASS), Marine Corps Integrated Material Management System (MiMMS), and Logistics Management Information System (LMIS). High School diploma or equivalent and three (3) of general experience. The candidate will have completed various courses in Marine Corps Supply and Maintenance Management. Must be proficient using Microsoft Office Suite. Must have a U.S. passport. Must be able to pass a physical exam due to the harsh living and working conditions. Must also pass a pre-employment criminal background check and drug screen. This is a one (1) year assignment. Expect to work 12 hours a day, seven days a week.

Salary: \$86,000 income potential with competitive benefits package

Key Responsibilities:

- Must be a motivated and hard-working individual to support activities associated with upgrades to the Marine Corps Total Force Structure Management System (TFSMS).
- Establishes and maintains stock records and other documents such as inventory, material control, accounting and supply reports.
- Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-ins and dues-outs accounting.
- Maintains stock locator system and administers document control procedures.
- Processes requests and turn-in documents at direct support level through warehousing section.
- Processes inventories, surveys, and warehousing documents.
- Prepares, annotates and distributes shipping documents.
- Ability to assume increasing responsibilities in the requirements.
- Must be knowledgeable of applicable Marine Corps Orders and procedures and be capable of providing general technical support.
- Under general supervision, performs a wide variety of duties in support of technical or administrative assignments using established procedures.
- Will interact daily with supervisor and peer groups.



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Position Title: MIMMS Operator (continued)

- Must have the ability to cooperate and work well with peers.
- Observes and follows all safety rules and procedures, including wearing required personal safety equipment.

Living and Working Conditions:

Extreme danger, stress, physical hardships and possible field living conditions associated with this position within a desert camp complex.

Ability to function during an extended assignment at a foreign, in-country facility exposed to seasonal temperature extremes. Ability to cope with shared cafeteria, bath and sleeping quarters. Must be able to walk, kneel, bend and stoop, and have correctable vision. Supervised by the Site Manager or senior Human Resources personnel. Only those willing to work and live under these conditions should apply.

SIGN AND DATE