



METAL SHARK

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Job Title: Assistant Program Manager / Logistics Coordinator

Reports to: Vice President of Programs

Location: Jeanerette

Status: Temp-to-Hire (8 month contract with option for permanent hire)

The primary role of the Assistant Program Manager / Logistics Planner is to develop, implement and execute logistics functions in support of US government programs.

KNOWLEDGE SKILLS AND ABILITIES:

- Excellent interpersonal and written communications skills
- Excellent customer interaction and service skills
- Familiar with contracts and contract work
- Ability to take guidance and advice, work independently, and deliver quality work
- Strong experience with Microsoft Word, Excel, and PowerPoint
- Must be able to take direction from customers to improve contract deliverables that meet quality standards
- Ability to schedule, direct and organize work within a diverse department and coordinate work with other departments to maintain efficiency and facilitate group decision-making and conflict resolution

DUTIES AND RESPONSIBILITIES

- Plan and execute logistics, training, and maintenance plans and operations for a government customer
- Liaise with external stakeholders, including customers and subcontractors, to ensure program/project requirements are completed on time and to customer expectations
- Plan, organize, and facilitate integration of Metal Shark-provided training with customer requirements
- Participate in program-related logistics, training, and contract performance meetings to manage program within business-level priorities
- Plan and facilitate maintenance and warranty services in support of contractual requirements, customer support, and Metal Shark best interests
- Coordinate integration of contractual requirements related to program inspections, deliverables, document quality, and testing/integration events
- Assist the program manager and other program staff in managing subcontractor support, tasks, and deliverables
- Actively seek areas to assist with ongoing and emerging programs and projects
- Continuously seek opportunities to improve customer relations, increase program efficiencies, and deliver quality to the customer
- Occasional travel in support of customer requirements and face-to-face meetings
- Other duties as required for program excellence and as directed by business leadership

EDUCATION AND/OR EXPERIENCE

- U.S. citizenship required due to contractual specifications
- Military training/writing experience preferred, bachelor's degree a plus
- Writing samples may be accepted in lieu of military experience or formal education
- Strong knowledge of logistics planning and execution, especially in a military or government contractor environment
- Familiarity with project and/or program management knowledge, skills, and attributes
- Demonstrated experience training and leading subordinates in complex situations



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- Working knowledge of Microsoft Office suite
- Ability to work independently without supervision to make sound decisions in the company's best interest
- Excellent problem-solving abilities and the ability to present a positive face to customers, suppliers, and other stakeholders

PHYSICAL DEMANDS:

Work is conducted in a dynamic, fast-paced office setting with moderate to loud noise levels from production activity in the shipyard. The individual may be required to be in production areas in yard and onboard ships. Must be able to walk to and from job sites. The person must be able to climb inclined stairways and vertical ladders and may be required to lift up to 20 pounds. May be required to work more than 8-hour shifts and weekend work. There may be local travel and out-of-town travel (including air travel) up to 30% of the time with notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

While in production areas, will be exposed to all weather conditions, noise, dusts, and odors. Hybrid on-site/remote work negotiable. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits: Negotiable

Signature: _____

Date: _____

Author: JD Mohundro

Approved by: Bruce Bosworth