



## Job Announcement

*Relocation not included.*

Announcement Number  
FLCIFAPM0827

Opening Date  
08-27-10

Closing Date  
Until Filled

Full-time Position  
Assistant Project Manager

Location  
Fort Lee, VA

Days / Hours  
Monday – Friday  
40 hours/week (additional hours as required)

Description  
Reports to and assists the Project Manager with the overall management of warehouse operations at the Central Issue Facility at Fort Lee. Assists the PM supervising 19 FTEs who receive new incoming material, issue uniforms and equipment to soldiers, process DRMO turn-ins, lateral transfers, process computer transactions, filing, conduct physical inventories, location audits, housekeeping, and operate and maintain material handling equipment. Prepare/review reports, attend meetings and conferences and meet government requirements. Manage several priority projects while providing excellent customer service and working closely with the corporate office.

Qualifications  
Associates Degree and five years of experience in U.S. Military supply warehouse operations or 15 years of experience in U.S. Army supply warehouse operations. Must be able to manage several projects simultaneously. Professional demeanor. Follow through and customer service skills are crucial. Knowledge of the U.S. Army STAMIS, ISM computer systems. Proficient in Microsoft Office (Word, Excel, Access and PowerPoint). Previous management experience, managing a minimum of 20 employees. Must be able obtain and maintain a favorable security background clearance.

Salary  
Negotiated

Introductory Period  
Six months

Application Instructions  
Submit application ([www.dellew.com/application.pdf](http://www.dellew.com/application.pdf)) AND resume (do not send a link to your resume ) in either 'pdf' or 'doc' format via: e-mail [careers@dellew.com](mailto:careers@dellew.com); fax to (808) 440-0612; mail to 419 Waiakamilo Road, Suite F, Honolulu, HI 96817. *Reference job announcement number FLCIFAPM0827. No phone calls please.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Equal Opportunity Employer. Drug Free Workplace.*