

## Program Manager (Logistics) Washington, DC

---

### **Job Description/Overview:**

LAI (Local Federal Contractor) is seeking an experienced professional to manage support for a federal government agency located in Washington, DC. The candidate will serve as Program Manager and will manage and supervise all the logistics end-of-line (life cycle) labor and material handling work performed under the contract. The Program Manager serves as the principal facilitator of all logistical business activities between the Government and the Contractor and fosters a self-governing influence over contractual services and quality controls for performance of work. The Program Manager shall provide senior level support and assistance in coordination and oversight of all program projects, operational activities, and administrative support services rendered customers in performance of contractual duties and responsibilities. Directs the work of labor employees and subcontractors assigned to the program from technical to administrative areas.

### **Responsibilities:**

This position requires expertise in professional management of labor personnel and a broad range of logistical organizational programs, administering operational programs/functions, contract compliance and oversight, quality technical leadership, and customer service/material handling support activities. The Program Manager is responsible for ensuring that all reports and other contract deliverables are accomplished in compliance with contract requirements. Reviews and reconcile labor personnel timesheets and sign-in & out logs. Responsible for submission of requests for temporary staffing to provide additional moving or labor support services. Responsible for submission of requests for materials and timely submission of monthly invoices with the government customer for accuracy and approval. Ensures all inventories are conducted and recorded and final report submitted to the government customer for approval. Assist in managing property in the Sunflower Asset Management System (SAMS).

### **Qualifications** (Key qualifications include the following):

- Years of Progressive Management Experience in Government Contracts: 8+
- Years of Supervisory/Leadership Experience: 5+
- Required Education: Bachelor's Degree from an accredited college or university in education, public or business administration, computer science, management information systems, finance, accounting, management, or related field is required.
- Other Qualifications Requirements: Proactive and resourceful with strong oral and written communication skills. Knowledgeable and skill in the application of a broad range of current and developing business management theories, principles, practices, techniques, guidelines, concepts pertaining to the logistics, supply and property management program and relationships, and depth in as least one of the field of logistics operations or administrative services support programs. Ability to perform analysis and provide technical guidance and directions to project staff. Ability to develop performance plans and work schedules. Demonstrate the ability to work independently

and possess strong, analytical and problem-solving skills. Ability to operate applicable office automation equipment and systems applications, i.e., those in the Microsoft Office family (Excel, Power Point, Access, Word).

**Must be a U.S. Citizen and be able to obtain a Government Public Trust clearance for building access.**

**Job Type:** Full-time/Exempt

**Summary of Required Experience:**

- Logistics Management: 8 years
- Project Management: 8 years
- Supervisor: 5 years
- Material Handling/Property Management: 8 years
- Active DHS Building Clearance



## How to Apply

Send your resume to [contactus@logapp.com](mailto:contactus@logapp.com)

Be sure to include your full name, contact information, and the job you are applying for.