

United Arab Emirates Jobs Expertini®

Site Lead

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Company: Chenega MIOS

Location: , , United Arab Emirates

Category: other-general

Chenega Defense & Aerospace Solutions (CDAS) is currently seeking a Site Lead. The Site Lead is responsible for executing daily Military Postal Office mission requirements. The Site Lead is the single focal point for each MPO location and functions as the single interface between the company and the designated Postmaster or on-site military MPO personnel. The Site Lead is located onsite at OCONUS and oversees all clerks supporting their specific location. The Site Lead reports to the CONUS Company Program Manager and oversees on-site personnel performing mail processing and acceptance, unit mail delivery, Receipt & Dispatch (R&D) functions, registered mail, postal finance, and locator and directory services.

Duties and Responsibilities:

Responsible for the performance of all work performed and personnel supporting their location.

Oversee the management, staffing, and operational control of their location per the contract Performance Work Statement (PWS).

Serve as the single interface between the MPO and the company.

Maintain overall responsibility for their operating MPO location.

Responsible for implementing the Program Manager's (PM's) contractor postal management functions ensuring organizational functions at their location and operating within the established standardized processes and disciplines.

Monitor work and report on progress.

Responsible for ensuring work meets contract location requirements and is delivered on time to the PM or government customer.

Perform postal clerk functions when not performing site lead functions.

Other duties as assigned.

Minimum Qualifications: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.)

Bachelor's degree in business or management-related disciplines and 3+ years of experience in both supervisory positions and managing postal service operations OR

High school diploma or GED equivalent and 5+ years of experience in both supervisory positions and managing postal service operations

Must be a US citizen

Active secret clearance

Knowledge, Skills, and Abilities:

Ability to pass a medical prescreening for deployment.

Ability to be available to meet with the on-site military or government MPO within two hours of notice, deployed site local time, to meet face-to-face or through telephonic communications, to discuss postal issues.

Ability to travel up to 90-100% of the time.

Ability to travel to CONUS and OCONUS locations.

Ability to meet and maintain the certifications/qualifications for deployment travel to hazardous duty locations.

Proficient in Microsoft Office (Word, Outlook, Excel).

Must have a demonstrated ability to work with a wide range of individuals, including those at upper levels of the government.

Must possess strong leadership and managerial skills with appropriate postal operations support.

Able to solve problems at the lowest level promptly so as not to disrupt mail processing

operations or dispatch.

Excellent written and verbal communication skills.

Friendly, customer-focused attitude.

Physical Demands: (The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee may use repeated motions, including arms, wrists, hands, and/or fingers. The employee is occasionally required to walk, stand, climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision.

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Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.)

The employee will normally work in a temperature-controlled office environment, with

frequent exposure to electronic office equipment. During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.

Chenega Corporation and its family of companies are an EOE.

Equal Opportunity Employer/Veterans/Disabled

Native preference under PL 93-638.

We participate in the E-Verify Employment Verification Program.

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