



## Fontaine Consulting, LLC

Property Control Clerk- MDRS

Location: Fort Benning, GA

Reporting: MDRS Supervisor

### *Overview*

Assigned to the Modernization Displacement and Repair Site (MDRS), the Production Control Clerk is responsible for inputting data into the Global Combat Support System-Army (GCSS-Army) Logistics Information System (LIS) accurately and in a timely manner. Receives, picks-up, stores, inventories and distributes materials in support of processing MDRS inducted equipment; capable of moving and loading or unloading equipment, materials, and products; operating or tending equipment used to transfer or turn in of equipment; driving forklifts and related material-handling machinery and equipment. Works directly with the Supply and Maintenance Supervisor to open and close work orders. Maintains work order packets ensuring that all documents are present and completed properly. Will be required to perform research in GCSS-Army to retrieve and compile data for use in required data calls and briefings. Duties may change to support operations as needed at the discretion of the Supervisor or Manager.

### *Job Description*

- Assist in scheduling customer turn-ins and their completion in accordance with Proposed Sourcing Decisions (PSD).
- Accurately inputs data and functionally operates in the GCSS-Army LIS.
- Coordinates and expedites the flow of materials, parts, components and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities.
- Supports initiating Job Orders to the maintenance section; ensures all paperwork is filled out correctly.
- Verifies the correctness of outbound shipments by comparing items and quantities with associated shipment and transfer documents.
- Requisitions Class II materials in GCSS-Army; includes receiving items from the main SSA and issued to the proper owner or equipment assignment.
- Examines materials delivered to verify serviceability, correctness and check for damaged goods.



- Ensures that material is appropriately identified and keeps records of goods received.
- Prepares production reports based on data compiled, tabulated and computed, following prescribed formats.
- Job duties and responsibilities may change due to contractual requirements.
- Performs other duties as assigned to meet organizational/operational objectives

### *Qualifications*

- **Minimum Qualifications**
- **Education/Certifications:**
  - Must possess a high school diploma or equivalent.
  - NACI Clearance
  - Valid Driver's License
  - Proficient with Microsoft Word, Excel, PowerPoint, Access, Project and SharePoint preferred.
  - Excellent organizational skills, ability to prioritize, perform with a high degree of accuracy and multi-task in a fast-paced environment.
  - Must be able to obtain and maintain a Common Access Card (CAC)
  - Must be able to provide proof of US Citizenship such as a US Birth Certificate or a US Passport.
- **Experience:**
  - Four (4) years' experience in performing general clerk type duties
  - Ability to prioritize, and multi-task in a fast-paced environment, and interact at all levels.
  - Ability to work independently with minimal supervision; ability to work in a team-based, highly collaborative environment.
  - Capacity to work well under pressure and tight deadlines.
  - Excellent organizational skills, ability to prioritize, perform with a high degree of accuracy and multi-task in a fast paced environment.

### *Disclosure*

This position description is subject to change at any time as needed to meet the requirements of the program or company.

Job posted on [www.fontaineconsulting.net](http://www.fontaineconsulting.net) Please send all resumes and applications to: [sara@fontaineconsulting.net](mailto:sara@fontaineconsulting.net)