

# The Job Spotlight

Week of February 13 to February 17, 2023

BAHA Construction

Boldly

City of Pueblo

Commander Navy Install. Comm.

Cox Enterprises

Littera Education

Premier Research

Ramey Environmental

Republic Services

Sagility

Sunik

The Resource Exchange

US Falcon

USAJOBS - Local

USAJOBS - Remote

Voyagers Inc.



**Baha is growing and we're looking to add**

**YOU**

**to our**

**team!**



Are you looking for an exciting career in construction?

Are you detail oriented?

Are you excited to learn and grow with a fast growing local company?

If you are we want you on our team!

We have openings on our Insulation Crew where there are opportunities to learn, grow, and advance! We are also looking for bright energetic candidates for positions ranging from Superintendent to Project Estimator!

**Contact us today to apply and schedule an interview!**

We can't wait to meet you!

[www.Bahagc.com](http://www.Bahagc.com) / [accounting@bahagc.com](mailto:accounting@bahagc.com) / 719-404-3367

1015 W 10<sup>th</sup> St, Pueblo, CO 81003



[Link to application](#)

## **Bilingual Executive Assistant (English / French)**

Why you?

You are an experienced executive assistant with a positive outlook and a passion for helping others succeed. You are looking for either a part-time or full-time, long-term career opportunity with a company that is committed to work-life balance, and that promotes a culture of respect, kindness and transparency. You are an excellent communicator to native standards in both English and French, you take great pride in the quality of your work, you are a stickler for details, you are tech savvy, you excel at multitasking - and you do it all with a smile!

Why us?

As a premium executive assistant company we set the standard for remote professionals. We are proudly certified as a

Great Place to Work, and our accolades include being named by Fortune Magazine as one of the “50 Best Small Workplaces”, and Entrepreneur Magazine in their Entrepreneur 360 List as one of the “Best Entrepreneurial Companies in America”. Military Friendly named us as part of the Top 10 Military Spouse Friendly Employers, and FlexJobs as a Top 100 Company to watch for. We are also accredited by Flexa as a truly flexible employer.

We believe that it is possible to have a rewarding career that doesn't conflict with your personal responsibilities and life choices. Our diverse team of business support specialists includes parents, military spouses, caregivers, and those with unique life situations where working remotely, part-time or full-time and on a flexible schedule is not just a 'nice to have'. As a woman owned business, we are intimately familiar with the challenges women and minorities face in the workplace and we are committed to maintaining a diverse, equitable, and inclusive workplace for all. And of course, as a remote first company since our inception in 2012, we are longtime established experts at leading and succeeding in a remote work environment!

For more information about our company culture and to hear from team members about their experience in roles filled with variety and new learning - visit our jobs page at <https://boldly.com/jobs/>

## About the position

This is a rewarding long-term career opportunity to work alongside established Fortune 500 companies, senior-level executives, and successful business owners of small and medium size businesses as they make a greater impact in the world. As an executive assistant, you will have the opportunity to choose the companies you support based on company values and your preferences, and to create long-term partnerships with the executives that you support as you develop new skill sets and get exposure to a variety of industries.

We are seeking part-time and full-time employees to serve as Executive Assistants supporting clients throughout the United States. Working hours will quickly ramp up to your desired availability as you choose the clients you'll work with and get started with them. Ideally, you have experience working in a fast-paced environment.

As a Boldly employee, your work will be 100% remote and flexible with no night or weekend work. This means that even if you choose to ramp up to a 40-hour week, there can still be an element of flexibility in the hours that you choose to work based on your personal preference.

**As an executive assistant, you'll apply your professional skills in a wide range of tasks including:**

- Maintaining appointment schedules and calendars.
- Planning and scheduling meetings, conferences, and travel.
- Making travel arrangements including flight and hotel bookings.
- Maximizing the executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating phone calls on their behalf.
- Email management.
- Creating PowerPoint presentations.
- Managing expenses.
- Conducting research on various topics.
- Providing customer/supplier support.
- Other executive admin responsibilities as needed.

### **Your Skills and Experience:**

- A minimum of **7 years** of direct hands-on experience as an executive assistant or senior administrative assistant to one or more executives.
- A minimum of 4 years of calendar management experience including coordinating meetings, appointments, and schedules for executives.
- **Fluent spoken and written English and French to native standards.**
- Ability to multitask and prioritize work as needed.
- Excellent time management skills.

- Advanced knowledge of online software such as Google Workspace, Office 365, Zoom, and other popular productivity tools.
- Ability to learn new tools quickly.
- Excellent interpersonal communication.
- Strong writing skills.
- Highly organized.
- A team player who is proactive, flexible, results-oriented and comfortable in a rapidly changing environment.
- Ability to work independently and under the pressure of deadlines.

**Benefits you'll love, for both part-time and full-time employees:**

- W2 employment status
- Starting pay of \$24-\$28 an hour with regular pay raises throughout your tenure (starting pay is calculated based on your experience, location, and whether you'll be working full-time.)
- 401k with employer match
- Paid time off including vacation/sick leave
- Paid holidays
- Paid parental leave
- Technology stipend
- Ongoing mentoring and support from your Boldly Team Leader to help you succeed with clients

- Full-time employees are also eligible for medical, dental, vision, and life insurance, with 100% of the premium paid by Boldly.

### **Show me the Perks, Perks, Perks!**

- Flexible work hours
- Work part-time (starting at 25 hours) or full-time
- 100% remote (work from home)
- Steady work with the same clients for years!
- Choose the clients who you want to work with
- Join a team of like-minded professionals
- Paid onboarding
- In-house Technical Support
- Opportunities for collaboration with other members of the Boldly team
- Vibrant online community of support and camaraderie
- Learning and development opportunities in different industries
- A positive and thriving company culture that understands work/life balance
- Paid wellness events
- An opportunity to grow with a leader in the remote work space
- Company newsletters, team shares, quizzes, prizes, charity events, and celebrations
- Fun company swag!

Remote work is thriving and the future is bright! Don't miss out on joining us!

**Boldly is currently hiring in ALL of the 48 states within the contiguous United States!!** (Excluding Washington D.C., Alaska, and Hawaii.)

Please note that Boldly considers LinkedIn to be the foundation of your professional online presence and we require all candidates that wish to apply to have an up-to-date LinkedIn Profile.



[Link to application](#)

## Executive Assistant (Remote)

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We believe that it is possible to have a rewarding career that doesn't conflict with your personal responsibilities and life choices. Our diverse team of business support specialists includes parents, military spouses, caregivers, and those with unique life situations where working remotely, part-time or full-time and on a flexible schedule is not just a 'nice to have'. As a woman owned business, we are intimately familiar with the challenges women and minorities face in the workplace and we are committed to maintaining a diverse, equitable, and inclusive workplace for all. And of course, as a remote first company since our inception in 2012, we are longtime established experts at leading and succeeding in a remote work environment!

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CITY OF PUEBLO  
invites applications for the position of:

# Construction Inspector

An Equal Opportunity Employer

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**SALARY:**

Monthly  
\$4,562.72 - \$5,735.41

Annually  
\$54,752.64 - \$68,824.92

**OPENING DATE:** 02/09/23

**CLOSING DATE:** 03/02/23 11:59 PM

**DESCRIPTIVE STATEMENT:**

Under general supervision of the Civil Engineer-Public Works or the Civil Engineer-Construction (as assigned), this is a FLSA non-exempt position, which inspects the construction of streets, alleys, sanitary and storm sewers, drainage facilities, structures, sidewalks, and other public works facilities to assure compliance with plans and specifications approved by the Director of Public Works. Performs related work as required.

This job description is an overview and is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all the functions and tasks required of the position.

**DUTIES & RESPONSIBILITIES:****ESSENTIAL FUNCTIONS:**

- Conducts field inspections of construction projects including, but not limited to, streets and alleys, excavations, sanitary and storm sewers, manholes, storm inlets, culverts, detention ponds, erosion control measures, sidewalks, driveway aprons, curbs and gutters, concrete structures, bridges, and earthwork
- Keeps records of work being accomplished, fills out forms as directed, issues notices of non-compliance or stop-work orders when appropriate
- Performs re-inspection of construction projects for warranty purposes
- Examines subdivision improvements for completeness and for the issuance of a Certificate of Occupancy
- Coordinates final project inspections of infrastructure from other public works divisions and/or departments
- Compiles all comments and generates a list of incomplete or deficient items (punch lists), to be forwarded to the Civil Engineer-Public Works or Construction Engineer for review

**IMPORTANT FUNCTIONS:**

- Assists with preparation of concrete installation/rehabilitation projects such as sidewalk, curb and gutter, and crossspan replacement
- Prepares notices to property owners for curb and gutter obstructions, sidewalk damage, snow and ice removal, and other Ordinance violations within the purview of the department
- Reviews Subdivision Improvement Agreements and other documents to verify public improvements to be installed for development projects
- May be required to generate correspondence throughout the course of a project subject to review by the Construction Engineer
- May perform sampling and field testing on concrete, asphalt, soil, aggregate, or other materials to ensure compliance with specifications
- Meets with citizens who express concerns over public works facilities or projects and provide them with the appropriate information
- Prepares sketches and detailed estimates for minor projects and/or change orders to construction contracts
- May perform the duties of an equal or lower classification as needed

**KNOWLEDGE, SKILLS & ABILITIES:**

The position requires the following knowledge, skills, and abilities:

- Knowledge of City ordinances and the City's Construction Standards and specifications and modern construction practices in the areas of road construction and resurfacing, underground pipelines, concrete structures, and earth compaction
- Ability to read and understand construction drawings and specifications
- Ability to use a hand-held calculator to make mathematical computations which are used to determine material quantities
- Ability to use a personal computer to set up and update quantities for periodic payments to contractors
- Ability to keep accurate, legible records and an organized project file
- Knowledge of relevant criteria and ability to reject work performed with faulty materials or substandard workmanship
- Ability to communicate effectively both orally and in writing

- Ability to climb ladders, remove manhole covers, work for extended periods of time in severe weather conditions, enter confined areas such as pipes and trenches

**MINIMUM QUALIFICATIONS:**

In addition to the knowledge, skills, and abilities listed above, the candidate must meet one of the following:

- Valid, unrestricted driver's license at the time of application and ability to obtain a valid, unrestricted Colorado driver's license by date of hire
- One of the following:
  - Bachelor's degree from an accredited college or university in Civil Engineering Technology, Civil Engineering, Construction Management, or related field and at least one (1) year of successful experience in the inspection or supervision of the construction, alteration and repair of sanitary sewers, storm drains, pavements, curbs, gutters, sidewalks, earthwork, facility construction, or other public works projects
  - Associate degree from an accredited college in Civil Engineering Technology, Construction Management, or related field and at least two (2) years of successful experience in the inspection or supervision of the construction, alteration, and repair of sanitary sewers, storm drains, pavements, curbs, gutters, sidewalks, earthwork, facility construction, or other public works projects
  - High school diploma or GED and at least four (4) years of successful experience in the inspection or supervision of the construction, alteration and repair of sanitary sewers, storm drains, pavements, curbs, gutters, sidewalks, earthwork, facility construction, or other public works projects
  - High school diploma or GED and at least four (4) years of successful experience working for the City of Pueblo's Public Works Department, Stormwater Department, Wastewater Department in any capacity

**SPECIAL CONDITIONS OF EMPLOYMENT:**

The employee shall be required to perform the following within two (2) years of appointment:

- Attend and pass the OSHA Construction Safety (10-hour) training course
- Complete the ATSSA Comprehensive Inspection Training (related to temporary traffic control)
- Complete the ASTM Concrete Field Testing Training (e-Learning series)
- Obtain the ACI Field Testing Technician (Grade 1) certification
- Attend and pass the RMAEC Introduction to Process Control/Owner Acceptance (PC/OA) Testing – Level A training course
- Complete the ASTM Aggregate Base Training (e-Learning series)
- Obtain the ACI Aggregate/Soils Base Testing Technician certification
- Complete the ASTM Soil Compaction Quality Control (e-Learning series)
- Attend and pass the AGC Construction Supervision Fundamentals training course

All required certifications and licenses must be maintained throughout the term of employment. Failure to maintain required certifications or licenses or to complete required training may result in termination or demotion.

The employee may be required to work during adverse weather conditions and to work overtime when required by contractor's work schedules or as otherwise directed.

Due to Federal and State Criminal Justice System access requirements, classifications that access and maintain criminal justice information may also be required, as a condition of employment, to not have been convicted of and/or have pending charges of a felony or misdemeanor crime that would deny or otherwise restrict access to criminal justice information. This requirement applies to all existing City employees as well as external candidates seeking to fill positions that meet the given criteria.

**BENEFITS:**

The City of Pueblo offers a very rich benefits packet! Click on the "Benefits" hyperlink at the top of this (online) job posting to view a summary of the benefits associated with this position. For a more comprehensive view on the lush benefits offered by the City, please go to [www.pueblo.us/benefits](http://www.pueblo.us/benefits).

**CIVIL SERVICE EXAM: March 14, 2023**

Please note that the Civil Service Commission may use a Training & Experience (T&E) evaluation of your application to establish an eligibility list for this classification.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.pueblo.us/jobs>

Job #2302-5063  
 CONSTRUCTION INSPECTOR  
 CC

OUR OFFICE IS LOCATED AT:  
 301 West B Street  
 Pueblo, CO 81003  
 719-553-2635  
[civilservice@pueblo.us](mailto:civilservice@pueblo.us)

An Equal Opportunity Employer

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**Construction Inspector Supplemental Questionnaire**

\* 1. This position requires a valid, unrestricted driver's license. Do you meet this requirement?  
 (Note: Your application will not be accepted if a copy of this document is not attached)

Yes



- No
- \* 2. Do you have post-high school education from an accredited college in Civil Engineering Technology, Construction Management, or related field? Indicate your highest level of completed education in these area(s). Note: Your application will be rejected if a copy of your highest level of completed education is not attached (i.e. transcripts/diploma showing you graduated from high school or were awarded a(n) associate's, bachelor's, master's, or doctorate degree)
- Associate Degree  
 Bachelor's Degree  
 Master's Degree or higher  
 NA - I don't have post-high school education in the required area(s)
- \* 3. Please explain your qualifying education. If your education is not in the required field, please explain to what extent it is related.
- \* 4. Are you currently a classified service employee working for the City of Pueblo's Public Works Department, Stormwater Department, Wastewater Department? If so, please indicate your years of service within the listed department(s).
- Not a classified City of Pueblo employee  
 A classified City of Pueblo employee working in a department not listed here  
 Less than one year of service  
 1 to 3 years of service  
 4 to 6 years of service  
 7 to 9 years of service  
 10 or more years of service
- \* 5. Indicate your years of successful experience in the INSPECTION or SUPERVISION of the construction, alteration, and repair of sanitary sewers, storm drains, pavements, curbs, gutters, sidewalks, earthwork, facility construction, or other public works projects.
- I have no experience  
 6 Months  
 1 Year  
 2 Years  
 3 Years  
 4 Years  
 5 Years  
 6 Years  
 7 Years  
 8 Years  
 9 Years  
 10 or More Years
- \* 6. Please explain your qualifying experience.
- \* 7. ATTACHMENTS REQUIRED: Your application packet will be considered incomplete and will be rejected if you do not include the appropriate attachments. In particular, it is required that you submit copies of the following items: 1. Valid driver's license 2. Diploma/degree or transcripts (indicating an awarded high school diploma or degree) showing your HIGHEST level of COMPLETED formal education. The submitted copy must have been issued by the educational institution and display: - the institution's name/logo - your name - graduation or degree confer/award date 3. Authorization for Release of Information (<https://www.pueblo.us/DocumentCenter/View/17003>). Please note that we cannot accept electronic signatures at this time. You must print and sign this document for it to be accepted by us. 4. A Service 2 or Member 4 copy of your DD214 if you wish to claim veteran preference. If you wish to claim veteran preference due to a service-connected disability, please submit a letter from the Veteran's Administration, dated within one year, indicating your veteran disability status 5. One and the Same Certification if there are any variations in your name in any of the submitted documents. (<https://www.pueblo.us/DocumentCenter/View/33509/One-and-the-Same-Certification-2022>) 6. Any certificate or professional license/registration required by the job description Please return to the Attachments section at this time and include any missing items. This is a good time to review your entire application and ensure you: - accounted for your last 10 years of employment history (20 yrs if applying to be a Police Patrol Officer), including times when you were not working. - provided a reason for leaving every employer, specifically state if you resigned or were laid-off, terminated, resigned in lieu of termination, etc. - listed 3 professional references - answered all Agency-Wide questions. NOTE: Missing or vague information could cause your application to be rejected. Have you revisited your application and attached all required documents?
- Yes  
 No

\* Required Question



## Program Analyst (Personal Financial Manager)

You will serve as a Personal Financial Program Analyst and your primary purpose is to analyze, evaluate and advise management on the effectiveness and efficiency Personal Financial Management Programs throughout the Enterprise serving as the subject matter expert in DoD and DoN legislative, policy, and operational requirements ensuring financial counseling, education, and services are delivered to Service members and their families as required by law and policy.

<b>Open &amp; closing dates</b>	02/02/2023 to 02/13/2023
<b>Salary</b>	\$89,000 - \$102,000 per year
<b>Location</b>	Anywhere in the U.S. (remote job)

### Duties

**Program Support duties comprise 50% of incumbent's time and include but are not limited to:**

- Serves as the CNIC SME for Department of the Navy (DON) Personal Financial Management Program (PFM) policy implementation.
- Monitors, and evaluates standardized financial practices in accordance with DoD polices such as the Blended Retirement System (BRS), and other program initiatives.
- Improves service member performance and retention through promoting preventive financial practices and resource tools.
- Manages resources for maximum support of service delivery.

- Participates in strategic planning, projects short- and long-term plans, identifies resources required to respond to DoD and DON trends and directives.
- Ensures services are available to total force population to include Reserve, National Guard, Army, Navy, Marine and/or members of foreign military services and DoD civilians.
- Develops new methods, organizational structures and management processes.
- Advises program managers on methods and procedures, management surveys, management reports, and control techniques.
- Researches, writes articles, prepares, and delivers presentations on services and activities.
- Conducts presentations on subject matter related to work area.
- Keeps abreast of DoD policies, priorities, provisions, and intent of new and emerging programs.
- Identifies installation needs and concerns to leadership and presents recommendations, plans, and assistance to influence readiness and retention issues.
- Advises Regions and CNIC leadership on Fleet and Family Support programs and services.
- Drafts memoranda; prepares supporting documentation in the form of spreadsheets, Power Point presentations, databases, word documents for presentations and proposals to higher-level management.
- Provides policy/program and financial management expertise including resource planning and development of the Navy's FFSPs.

## **Requirements**

### **Conditions of Employment**

- Must pass all applicable records and background check. Must be able to obtain and maintain a Secret clearance.
- Must successfully pass the E-Verify employment verification check. Any discrepancies must be resolved as a condition of employment.

### **Qualifications**

**Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.**

To be qualified for this position, candidates must possess:

A master's degree from an accredited college or university.

**OR**

Two (2) years of experience independently applying analytical and evaluative methods and techniques to evaluate and interpret accounting data, financial statements and reports, processes, accounting/financial systems, or effectiveness of internal controls.

**OR**

A combination of education and experience which equips the incumbent to serve as a Personal Financial Management Counselor.

The following Knowledge, Skills and Abilities have been identified for this position:

- Knowledge of the Navy operational organizational structure, chain of command, protocol and funding; agency programs and activities; agency mission, policies, and objectives; management principles and processes; and analytical and evaluative methods as it relates to the Navy wide Fleet and Family Support Program.
- Knowledge of advanced concepts of program management, requirement determination, policy development, evaluative and analytical processes, and program implementation.
- Knowledge of laws, regulations, policies, practices and expectations of other federal, state, and local government agencies as they relate to WFL Programs.
- Knowledge and understanding of requirements and operations of the DoD and DON programs that support military members and families.
- Knowledge of Federal and agency regulations governing WFL Programs; knowledge of specific organizations and program mission, as well as knowledge of pertinent laws, regulations and policies related to program/operations area to consider their impact on programs.
- Knowledge of the National Defense Authorization Act (NDAA) requirements as they pertain to financial literacy training.

- Knowledge of all the IA phases, as they relate to IA Sailors both active and reserve component, through pre-deployment to return.
  - Knowledge of IA issues as they relate to medical care, deployment and PCS orders, family preparedness, and reintegration.
  - Knowledge of regulations, policies, practices and expectations related to relocation assistance.
  - Knowledge of information, referrals and system navigation for special needs families.
  - Knowledge of communication protocols.
  - Skill in designing and conducting comprehensive studies and preparing solutions related to broad operational and contingency issues.
  - Ability to identify needs, trends, and performance measures to evaluate program effectiveness.
  - Ability to manage time effectively, particularly pertaining to time difference between duty location, region and installation locations.
  - Ability to link families with available military, national and local community resources as it pertains to special needs.
  - Ability to analyze, evaluate and manage daily operations of WFL, to include the ability to exercise sound judgment and resolve issues.
  - Ability to write executive level point papers, talking points, routing sheets, and summary documents.
  - Ability to analyze and prepare clear, concise, and technically sound reports related to work within the Branch.
  - Ability to review and manage financial education services that benefit eligible active duty and family members to enhance military career readiness.
  - Ability to evaluate a Service member or family's income and expenditures and recommend short and long-term actions to achieve financial goals, and ensure individual, family, and mission readiness.
  - Ability to develop and effectively deliver presentations and/or training.
  - Ability to communicate effectively both orally and in writing with individuals at various organizational levels.
- 
- Application Mechanism: <https://www.usajobs.gov/GetJob/ViewDetails/704055100>



# Now Hiring!

Apply online: [jobs.manheim.com](https://jobs.manheim.com)



Great career opportunities available for service members, veterans & military spouses.

## Manheim is Hiring Nationwide!

- Auto Maintenance Tech I / R202317422 / Caledonia, WI
- Automotive Technician I / R202214595 / Bridgeton, MO
- Mobile Vehicle Inspector II / R202316723 / Remote Oregon
- Sr Auto Body Repair Technician / R202214023 / Seattle, WA
- Senior Auto Maintenance Technician III / R202214413 / Kansas City, MO
- Auto Maintenance Tech II (Union) / R202213676 / Carleton MI
- Auto Maintenance Tech I / R202315208 / Shakopee, MN
- Auto Maintenance Technician II / R202315215 / Maple Grove, MN
- Senior Auto Maintenance Tech / R202314851/ Mount Juliet, TN
- Automotive Technician II / R202315014 / Dallas, TX

Join our talent community and stay connected to our recruiters.

Contact Us: [Peter.Mahmood@coxinc.com](mailto:Peter.Mahmood@coxinc.com)

Cox is an Equal Opportunity Employer

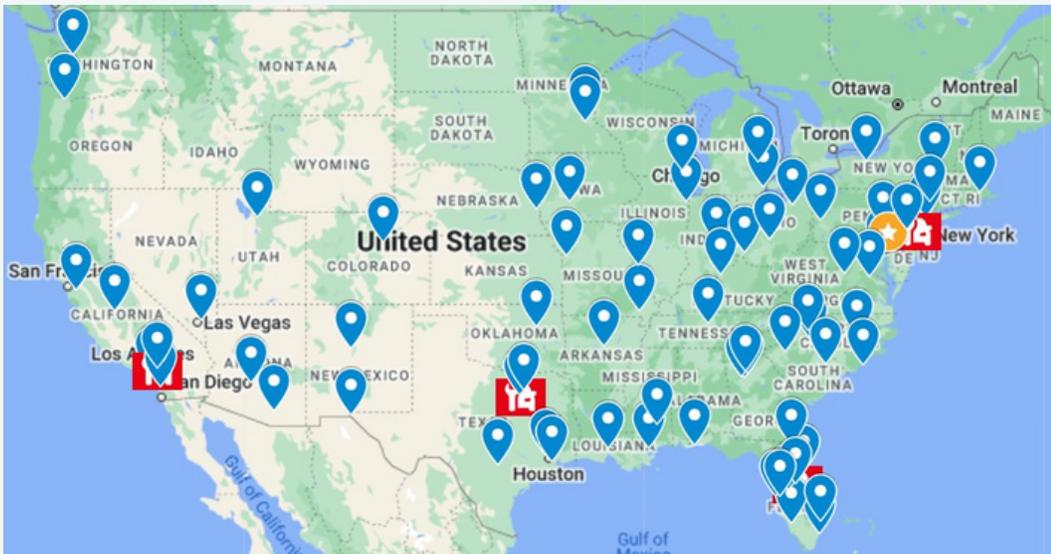
Sponsorship does not imply Army or DoD endorsement



# We'd like to thank you

for your service with an incredible career opportunity.

## Manheim Auction Site Locations:



- Headquarters
- Auction Site
- Training Center

Like to tinker, but not an expert yet?

At Manheim, we like to create opportunities for our people to make their mark. That's why we offer our in-house training program for Automotive Technicians. Interested? Let us know.



Apply online: [jobs.manheim.com](https://jobs.manheim.com)

Scan the code to join our talent community and stay connected to our recruiters.  
Contact Us: [Peter.Mahmood@coxinc.com](mailto:Peter.Mahmood@coxinc.com)

PART OF THE COX FAMILY OF BUSINESSES

Cox is an Equal Opportunity Employer

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Littera Education is hiring for multiple remote positions. Please see below for opportunities.

For more roles at Littera Education, please review the company's career website at:

<https://apply.workable.com/littera-education/>

Point of Contact: Cameron Bass at [cameron@litteraeducation.com](mailto:cameron@litteraeducation.com)

Job Title	Work Style	Application Mechanism
Online Math / Algebra I Tutor	Remote	<a href="https://apply.workable.com/littera-education/j/588FEE6834/">https://apply.workable.com/littera-education/j/588FEE6834/</a>
Bilingual Online Math/ Algebra 1 Tutor	Remote	<a href="https://apply.workable.com/littera-education/j/E10E57592A/">https://apply.workable.com/littera-education/j/E10E57592A/</a>
Evening Virtual Reading Tutor	Remote	<a href="https://apply.workable.com/littera-education/j/534A73662E/">https://apply.workable.com/littera-education/j/534A73662E/</a>

## Transitioning into a Clinical Research Career

Premier Research is a contract research organization that supports highly innovative biotech and specialty pharma companies in transforming ideas into reality. We help amazing science become life-changing therapies for those in critical need.

### Find a purpose as a part of our team

Whether you're transitioning from the military, a veteran, or a military spouse searching for a new role, you can find a purpose as part of the Premier Research team. When our team does their best work, the world becomes a healthier place. And we believe that our colleagues do their best work when they are inspired and nurtured. We thrive by bringing together a diverse team committed to promoting respect, cooperation, and flexibility.

We recognize the invaluable skills and adaptability that a military background can provide. Our Boots to Biotech program is designed to support you in reaching your full potential as you transition into a new career.

### Are you ready to join us?

#### Current openings

- Vendor Category Manager (Remote)
- Senior Medical Writer-Regulatory (Remote)
- Business Systems Engineer II (Remote)

### Premier Research At-A-Glance

**A contract research organization Built for Biotech<sup>SM</sup>, changing ideas into life-changing treatments**

- Employees: >2,000
- Headquarters: Morrisville, North Carolina
- Global presence: 20 countries
- Focus areas: Analgesia, Diagnostics, Neuroscience, Oncology, Pediatrics, Rare Diseases, and Women's Health
- Cultural Anchors: Caring & Empathy, Aspiration, Empowerment, One Team



## **WASTEWATER COLLECTIONS OPERATOR**

**If you are looking for a stable place to build a career We Are Hiring!**

*\*Our jobs are essential and recession, pandemic, even election proof!\**

**NO EXPERIENCE NEEDED!**

Ramey Environmental Compliance, Inc. is the leader of all-inclusive contract operations for water and wastewater services to municipal and industrial customers in the Rocky Mountain Region. Ramey Environmental Compliance, Inc. also provides collection system services including jet/vacuum cleaning and CCTV services as well as heavy equipment repair and replacement services.

### **Compensation:**

We automatically pay you for your highest state certification (Wastewater, Water, Industrial, Collections & Distribution)

This means you have more control over your wages.

Class 1- \$21.00-\$27.00

Class 2- \$21.73-\$29.65

Class 3- \$24.09-\$33.16

Class 4- \$26.42-\$36.67

### **Work Schedule:**

Full-Time (40hrs/week with occasional overtime required)

No night shifts, weekends or holidays unless called out

Rotating On-call

### **Benefits:**

Medical, Dental, Vision and Life Insurance 1st of month following 60 days of employment

85% of Employees Medical, Dental paid

\$25,000 term life insurance policy paid 100% by employer

401K plan after 1 year of service 100% vest Employer matches up to 4%

PTO & Sick Pay

Clothing allowance

Certification Reimbursement

Cell phone reimbursement

Yearly scholarships to advanced training in the industry

Annual safety training in Confined Space, Hazwoper, Fall Protection, Flagger

### **Responsibilities:**

Duties include but not limited to general maintenance on wastewater collection systems jetting/root cutting as well as CCTV video inspections

Utility locates and emergency after-hours calls

Perform the operation and maintenance of sanitary lift stations and - related equipment, structures, and grounds

Perform grease trap inspections  
Maintain safety during maintenance activities including confined space entry and traffic control

**Qualifications:**

Must have clean MVR.

Must be proficient using computers for daily operations.

High School Diploma or GED

Must be able to obtain a Class B CDL

Please fill out an employment application on our website

<https://recinc.net/careers/>

OR for more information contact Cassie Rodriguez

[cassie.a@recinc.net](mailto:cassie.a@recinc.net)

303-833-5505



## **Equipment Services Division** **Full Time Mechanics**

**If you are looking for a stable place to build a career We Are Hiring!**

*\*Our jobs are essential and recession, pandemic, even election proof!\**

**NO EXPERIENCE NEEDED!**

Ramey Environmental Compliance, Inc. is the leader of all-inclusive contract operations for water and wastewater services to municipal and industrial customers in the Rocky Mountain Region. Ramey Environmental Compliance, Inc. also provides collection system services including jet/vacuum cleaning and CCTV services as well as heavy equipment repair and replacement services.

### **Compensation:**

\$21.00 - \$36.00 DOE

### **Work Schedule:**

Full-Time (40hrs/week with occasional overtime required)

No night, weekend or holiday shifts unless called out

Rotating On Call

### **Benefits:**

Medical, Dental, Vision and Life Insurance 1st of month following 60 days of employment

85% of Employees Medical, Dental paid

\$25,000 term life insurance policy paid 100% by employer

401K plan after 1 year of service 100% vest Employer matches up to 4%

PTO & Sick Pay

Clothing allowance

Certification Reimbursement

Cell phone reimbursement

Yearly scholarships to advanced training in the industry

Annual safety training in Confined Space, Hazwoper, Fall Protection, Flagger

### **Responsibilities:**

This position assists with the routine and skilled maintenance and repair of multiple Water & Wastewater Treatment Plants and related facilities and equipment.

- Performs complex to very simple maintenance and repair work on plant facilities, pumps, blowers, engines, motors, chemical feeders, filters, bar screens, valves, pipes, air compressors, heating/cooling equipment, aeration equipment and other major mechanical and hydraulic equipment found in a water or wastewater treatment facilities.
- Fabricates and machine simple repair parts for equipment; use welders, compressors, and other power tools as well as hand tools.
- Ability to read and understand equipment diagrams and cut sheets.
- Ability to read and interpret blueprints, etc.
- Ability to Maintain electronic and paper records to log performed maintenance work
- Monitors facilities and equipment to identify and repair leaks or other malfunctions.
- Ability to identify and diagnose treatment plant equipment and controls
- Working knowledge of Electrical Equipment and Safety

**Qualifications:**

Must have clean MVR – Must be able to obtain Class B CDL

Must be proficient using computers for daily operations.

High School Diploma or GED

Basic mathematical skills

Basic mechanical skills

Basic communication skills

Basic analytical skills

1 year experience in a similar role with working knowledge of process equipment installation, maintenance and repairs preferred.

Additional experience in Environmental Science, Water Quality, Water Treatment or as a Wastewater Operator is highly desired.

Please fill out an employment application on our website

<https://recinc.net/careers/>

OR for more information contact Cassie Rodriguez

[cassie.a@recinc.net](mailto:cassie.a@recinc.net)

303-833-5505



## Republic Services- Labor Negotiator

Republic Services is a leader in Environmental Services, partnering with customers to create a more sustainable world.

**POSITION SUMMARY:** With comprehensive knowledge of labor relations, the Labor Negotiator provides direct labor relations leadership and business support to local management by negotiating collective bargaining agreements; providing assistance with grievance administration; and overseeing arbitrations and other administrative proceedings.

### PRINCIPAL RESPONSIBILITIES:

- Responsible for collective bargaining including serving as chief negotiator.
- Develops proposals for negotiations with the local management team.
- Formulates negotiation strategies to support local management's business objectives.
- Provides contract administration training.
- Oversees arbitrations and administrative proceedings.
- Provides contract administration advice.
- Coordinates with local operations to handle labor disputes and potential work stoppages.
- Performs other job-related duties as assigned or apparent.

### QUALIFICATIONS:

- Bachelor's Degree.
- Juris Doctorate.
- SHRM certification.
- Experience working in a large decentralized multi-state organization.
- Substantial experience working in an organization with a unionized workforce.
- Bi-lingual English and Spanish.
- Experience handling labor disputes and work stoppages.
- Experience handling arbitrations.

### MINIMUM REQUIREMENTS:

- Minimum of 6 years of progressive collective bargaining experience that includes developing bargaining strategy and first chair negotiations experience.
- Thorough knowledge of the National Labor Relations Act and other state and federal labor laws.

### Rewarding Compensation and Benefits

Eligible employees can elect to participate in:

- Comprehensive medical benefits coverage, dental plans and vision coverage.
- Health care and dependent care spending accounts.
- Short- and long-term disability.
- Life insurance and accidental death & dismemberment insurance.
- Employee and Family Assistance Program (EAP).
- Employee discount programs.
- 401(k) plan with a generous company match.
- Employee Stock Purchase Plan (ESPP).

For more information and to apply, please visit:

[https://republic.wd5.myworkdayjobs.com/Republic/job/Remote---USA/Labor-Negotiator\\_R-090453](https://republic.wd5.myworkdayjobs.com/Republic/job/Remote---USA/Labor-Negotiator_R-090453)



## **Position: Senior Human Resources Generalist**

Sagility is a strategic business process management provider of transformative Healthcare solutions that help our clients significantly enhance the Member and Provider experience while providing for operational excellence to optimize the back office.

If you seek an opportunity to work with top clients around the world and be part of an enriching and nurturing work environment, check out this career opportunity with the Sagility Team!

We are currently hiring a talented Senior Human Resources Generalist to join us in a remote, work at home role.

The Senior Human Resources Generalist will assist the Human Resource Manager with the planning, organizing and implementation of HR strategies in support of the organization's overall strategic objectives. In this role you will act as a leader and information source for HR Generalists and drive the positive development of the organization's culture in alignment with Sagility values.

### **Key areas of responsibility:**

- Leads the HR Generalist team to ensure they are firmly established in their lines of business and HR duties and responsibilities.
- Ensure that HR Generalist's responsibilities are being completed and fulfilled as required. Meet Key Performance Indicators (KPIs).
- Work closely with Operations Leadership providing them with expert guidance, coaching and support on the full range of employee relations, performance coaching, progressive discipline, employee engagement, trends analysis and reporting, risk analysis, and training for development.
- Provide advice and guidance to management and HR generalists on employee relations cases, ensuring they are well managed and meets the requirements of Sagility policies, best practice and employment legislation. Helps ensure all policies and procedures are administered and communicated consistently to ensure the effective, fair and consistent management of employees.
- Process improvement of the HR Generalist roles to create efficiencies and effectiveness.
- Help the HR Manager analyze operational and workforce related metrics to arrive at insights and action plans.
- Coach and assist with development for HR Generalists.
- Be knowledgeable on company policies and procedures, compensation plans, employee benefits, employment laws and communicate consistently with employees and management to ensure understanding and compliance.
- Work closely with the HR Manager as needed on strategic HR initiatives that may include performance management, disciplinary process, investigations, employee learning and development, compliance, change management, and other various projects.

- Act as a cultural role model and drive accountability for exhibiting behaviors aligned to our core values.
- Other duties as assigned.

**Skills/experience needed to be successful:**

- Educational Qualifications - BA/BS in HR or related field or equivalent HR experience required
- Professional Qualifications - PHR and SHRM certifications preferred. Proven history of managing a team preferred
- Years of Experience - 5+ years of experience in Human Resources or Employee Relations

**Sagility offers competitive benefits including:**

- Medical
- Dental
- Vision
- Life Insurance
- Short-Term and Long-Term Disability
- Flexible Spending Account
- Life Assistance Program
- 401K with employer contribution
- PTO and Sick Time
- Tuition Reimbursement

**Join our team, we look forward to talking with you!**

**Please click the link to apply: <https://usrms.sagilityhealth.com/easyapply/?SID=1035&RID=5795>**

**Sagility is proud to be equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**





**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for an Ammunition Supply Point (ASP) Supervisor working directly for the Supply Division Manager.

**Position: Supervisor, Ammunition Supply Point (ASP) (Job # SUN00670)**

**Position Classification: Exempt**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: February 10, 2023**

**Close date: Until filled.**

**Pay Rate: 75,000.56 - \$79,335.56**

### **POSITION SUMMARY:**

The Ammunition Supply Point (ASP) Supervisor will establish operations and manage the Installation Ammunition Supply Point in support of Ft. Carson, Colorado. Supervisor will provide support to Ft. Carson, tenants units, local National Guard, Reserve and other DoD activities in accordance with AR 5-9 Installation Agreements and applicable DoD policy and directives. Supervises the ammunition supply and services functions of the AFSBn Carson IAW FC REG 700-15, AMC-R 350-4, and AFSBn PWS contractual requirements. The successful candidate will oversee the Ammunition Supply Point ICW the AFSBn Accountable Officer (AO) as the primary individual responsible for managing ammunition for, contingency and training support operation. In addition, this position will oversee multiple facilities, to include the Ammunition Residue Yard (ARY), and Ammunition Surveillance operations. The ASP Supervisor will be responsible for providing resources and supply functions, ammunition accountability, and a munitions accountability utilizing Logistics Information Systems i.e., Total Ammunition Management Information System (TAMIS) and Standard Army Ammunition System Modernization (SAAS-MOD).

### **MAJOR JOB ACTIVITIES:**

1. Responsible for the proper inventory and inspection of a wide variety of ammunition including small arms, artillery projectiles, powder canisters, fuses, rockets, missiles, smoke, illumination and white phosphorous pyrotechnics, mines and other items.
2. Interfaces with designated Accountable Officer (AO), military/government officials and other contractor elements to ensure smooth operations and compliance with government directives, standards, and needs of the U.S. Government.
3. Responsible for the supervision of day-to-day operations of receiving, inspecting, stocking, warehousing and issuance of Class V ammunition. Ensuring compliance with requirements for AFSBn Carson and the installation are met at the ASP, ARY, and Ammunition Surveillance operations area. Guides and assigns work to subordinates to insure timely and safely completion of assignments.
4. Organizes daily operations and provides weekly reports for summaries to include all ASP, ARY, and the Ammunition Surveillance internal operations to the Supply Manager.
5. Guides and develops employees on proper Safety guidelines, following the ASO Safety Culture.
6. Design a training program for assigned employees; develop, implement, and manage a comprehensive training plan for installation supported 89A/89B MOS's.
7. Performs customer support functions to include cradle to grave ammunition operations. Influences the processes used to support the total requirement of the customer to gain logistics support in both combat and peacetime situations.

8. Provides proper guidance to employees (counseling, evaluations) on processes and procedures, manages expectations and employs a goal-oriented work force. Monitors and ensures compliance with government directives, standards, and needs of the U.S. Government to include Standard Operating Procedures (SOP's).
9. Assists in establishing, updating and maintaining department files in accordance with Government regulations, ARIMs and SOP's.
10. Ensures all vehicle operations and licensing requirements for transportation of ammunition are met.
11. Ensures all inventories are performed and causative research is completed in a timely manner.
12. Observes proper procedures with handling, surveillance, and storage operations to ensure adherence to proper safety procedures and Net Explosive Weight (NEW) is properly calculated for berm storage.
13. Oversee the accountability and serviceability inspections on incoming and outgoing ammunition shipments, field returns, ammunition in storage, and residue operations. Ensures verification of unit authorization to receive or turn-in ammunition/residue.
14. Work in coordination with Government QASAS to verify contents of shipments against shipping documents or other records. May receive guidance from other Government QASAS.
15. Develop and manage in coordination with the ASP AO, quarterly Ammunition meetings. Synchronizing efforts with Ft. Carson assets to include 4<sup>th</sup> ID Exercise Working Group (EWG), G-3, G-4 Ammunition NCOIC, AFSBn in order to (IOT) foster operational forecast.
16. Direct actions for unit field returns and installation amnesty turn-ins IOT check on damage and/or serviceability. Supervises the inspection and classification of ammunition and containers to determine corrective measures required for multi-packs.
17. Provide ASP/ARY/Ammunition Surveillance with a physical security management program/Supply Discipline Program IAW AR 190-13, 190-11, 190-150, AR 710-2, 710-2-1, and other regulatory guidelines.
18. Operates/Maintains/Supervises the appropriate Logistics Information System (LIS) or computerized system i.e. Key Control issue system, Munitions History Program (MHP), TAMIS, SAAS-MOD, MTMS and maintains employee records for required tasks.
19. Performs other Supervisory duties as needed to perform at the ASP, ARY, and Surveillance operations. Must have strong interpersonal communication skills and an innate ability to work and communicate verbally, written, and effectively with others.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Forklifts, other Material Handling Equipment (MHE), PC's, printers, fax machine, copier.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an out-of-doors environment with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs.; stooping; climbing; prolonged standing; prolonged sitting; and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:**

Reports to the Supply Manager and functions independently under his/her direction.

**MINIMUM QUALIFICATIONS:**

**Education:** Associates degree in Administration/Management, or equivalent job experience with logistics or Supervisory positions for over 5 years. Formal training in ammunition handling required. Training in ammunition breakdown, distribution and accountability. Special Technical Training in Ammunition such as that conducted by the Defense Ammunition Center, Savanna, IL is preferred although, equivalent practical experience gained through recent, extensive, day-to-day handling of ammunition may be acceptable in lieu of formal training.

**Experience:** Must be able to obtain a Secret Clearance, A minimum five years' experience in the receipt, issue, storage, shipment and accountability of ammunition is required as outlined in TM 9-1300-206, FM 9-13 and DA PAM 710-2-2. Must display an in-depth understanding of prescribed safety and security procedures relating to ammunition and explosives. HAZARD and Ammunition Certification. Two years of supervisory experience is preferred.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC and SECRET Clearance. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

[michelle.lanham@sunikllc.com](mailto:michelle.lanham@sunikllc.com)

719-524-0452



**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Heavy Equipment Operator, Lead in Vehicle Storage working for the Transportation Department.

**Position: Heavy Equipment Operator, Lead (Vehicle Storage) (Job # SUN00671)**

**Position Classification: Non-Exempt (23440)**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: February 10, 2023**

**Close date: when filled.**

**Pay Rate: \$28.25**

**POSITION SUMMARY:**

The Heavy Equipment Operator, Lead, operates heavy equipment such as Kalmars, RTCHs, forklifts, tractor/trailers, s and various types of military vehicles/equipment. Equipment is used to load/unload, transport or relocate military equipment/vehicles/cargo for/from multiple forms of transport (i.e., rail, truck/trailer, etc.). Lead may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment. Lead is responsible for planning/applying limited resources to meet mission requirements. Lead reports to and works in conjunction with the Supply Support Activity Manager.

**MAJOR JOB ACTIVITIES:**

1. Serves as on-site Lead for Vehicle Storage personnel and operations in conjunction with the Transportation Supervisor and Manager
2. Directs activities of personnel and ensures all operations are conducted IAW proper risk management and safety guidelines.
3. Coordinates Vehicle Storage activities/support with various entities across the post: ASO Transportation Department, Installation Transportation Office, 4<sup>th</sup> Sustainment Brigade, etc.
4. Keeps the Transportation Manager updated on missions, equipment status, etc.
5. Required to submit various weekly, monthly, quarterly and annual reports as determined by the managers and the contract.
6. Unloads and stores vehicles, containers and equipment marked for units when the unit is not available to receive the equipment due to training, deployment or other operational reasons. (Unloading at the railhead may include removing chains and dunnage before vehicle/equipment can be moved.)
7. Prepares vehicles for operation by performing pre-trip inspections that include, but are not limited to, battery hookup, fueling, unmasking exhausts, air intakes and glass areas, checking for proper fluid and fluid levels and tire pressure.

8. May operate Non-tactical and Tactical military equipment: Commercial vehicles less than 2 ½ Ton; Tactical vehicle 5 Ton and larger or transport of hazardous material (Class A, B, or C); Tracked vehicles; Forklifts, Rough Terrain Container Handler (RTCH), or other Material Handling Equipment (MHE). May grease, adjust and make emergency repairs to equipment.
9. Operates vehicles for the purpose of transporting Government property to storage locations, maintenance facilities, DLA-DS, reclamation and disposal areas.
10. Conforms to all installation and State rules and regulations and ensures that seatbelts are worn in vehicles so equipped and use PPE as required.
11. Maintains mileage, tonnage and movement records as input to weekly and monthly activity reports.
12. Performs preventive maintenance in accordance with vehicle requirements and established procedures.
13. Performs all other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Non-tactical and Tactical military equipment: commercial vehicle less than 2 ½ Ton; Tactical vehicle less than 5 Ton; any wheeled vehicle that is 5 Ton and larger or transport of hazardous material; Tracked vehicles; Forklifts, Rough Terrain Container Handler (RTCH), or other Material Handling Equipment (MHE).

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an outdoor or warehouse environment. Duties may involve the conduct of work in outside areas with a potential exposure to extreme climatic conditions (Hot, Cold, Wind, Rain) etc: Work may require lifting up to 50 lbs; stooping; climbing; prolonged standing; prolonged sitting. Employee's use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to cold weather gear, head, foot, hand, torso, respiratory, vision and hearing protective devices. May be required to work an uncommon tour of duty including nights, weekends and/or holidays. Must comply with published Company work rules and regulations as well as Ft. Carson regulations.

**FREEDOM TO ACT:** Reports to the Transportation Supervisor & Manager and functions under his/her direction.

**MINIMUM QUALIFICATIONS:**

- Education: No specific educational requirements. Must be knowledgeable of local and Fort Carson driving laws and safety rules.
- Experience: Must have one-year experience in operating commercial vehicles. Required to drive (5-Ton or larger equipment/vehicles). Experience operating the RT 240 Kalmar/ RTCH's is highly desirable.
- Leadership: Three years of leadership experience in progressively responsible position. Must have skills on customer relations, communication ability to work well with others and to function under stress and strong leadership judgement.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

[michelle.lanham@sunikllc.com](mailto:michelle.lanham@sunikllc.com)

719-524-0452



**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Material Coordinator for Modernization, Displacement and Repair Sites (MDRS) in Supply.

**Position: Material Coordinator (MDRS) (Job # SUN00674)**

**Position Classification: Non-Exempt (21030)**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: February 10, 2023**

**Close date: When filled.**

**Pay Rate: \$26.61**

### **Position Summary:**

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system.

### **MAJOR JOB ACTIVITIES:**

1. Reports overages, shortages, or damaged items to supervisor.
2. Receives materials, parts, components and major assemblies.
3. Verifies that each item has a DD1348-1 or DA2765-1 for turn-in at the SSA level.
4. Uses FEDLOG and GCSS-Army to correct obvious mistakes, e.g., incorrect units of issue



Sunik  
Fort Carson, CO 80913  
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5. Pull and package MRO's, verifying the NSN, quantity, unit of issue and condition code are in agreement with the item.
6. Expedite all high priority items.
7. Process items and place in containers marked for each particular unit.
8. Ensure Transportation drivers receive TCN's and are aware of item destinations.
9. Load and off-load incoming and outgoing stock when required.
10. Receive miss-shipments, identify correct ownership and expedite miss-shipped item through CRP.
11. Other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Material Handling Equipment, i.e., Forklift trucks, electric and gasoline, up to 15K LB capacity. Computer knowledge for FEDLOG and GCSS-Army applications.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in a warehouse / shop environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs., stooping, climbing, prolonged standing, prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:** Reports to the Lead / Supervisor and functions independently under his/her direction.



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**MINIMUM QUALIFICATIONS:**

**Education:** High School graduate or equivalent.

**Experience:** Two years' experience in Supply with background in GCSS-Army operations, and must have knowledge of shipping procedures.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE:**

**Must be US Citizen to obtain and maintain a National Agency Check Inquiry (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

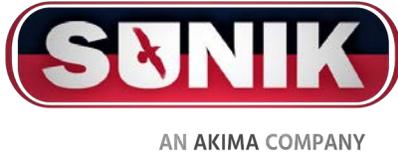
**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

**[michelle.lanham@sunikllc.com](mailto:michelle.lanham@sunikllc.com)**

719-524-0452



**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik is a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Supply Technician in the Maintenance Department.

**Position: Supply Technician (Maintenance Tool Room) (Job # SUN00673)**

**Position Classification: Non-Exempt (01410)**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: February 10, 2023**

**Close date: until filled.**

**Pay Rate: \$26.96**

### **POSITION SUMMARY:**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

- (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

### **MAJOR JOB ACTIVITIES:**

1. Performs customer support functions, those processes used to support the total requirement of customers and employees.
2. Works with, MS Office, Windows and other similar programs to assists in keeping track of tools sets and outfits.

3. Maintains 100% accountability of all assigned tools sets, outfits and special tools that are stored in the Tool room and other storage locations.
4. Conducts required cyclic, annual and any other inventories as required by management. Reports any discrepancies to Supervisor / Manager.
5. Maintains Test, Measurement, and Diagnostic Equipment and gets them turn in for calibration per schedule time and date.
6. Maintains and updates a tool data and location system. Ensures test equipment and special tools are properly marked for identification and accountability.
7. Ensures that tools are properly signed out and return.
8. Ensures all tools are clean and in serviceable condition. Turns in unserviceable tools and requests replacements as needed.
9. Maintains tool room security.
10. Submits require TMDE data to the Manager for weekly and monthly CDRL reports.
11. Performs other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Automotive tools. Material handling equipment including forklifts (diesel, propane, electric), pallet jacks, etc.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an office environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work may require lifting up to 25 lbs., stooping, climbing, prolonged standing, prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:**

Reports to the Maintenance Supervisor and works independently under his/her guidance.

**MINIMUM QUALIFICATIONS:**

**Education:** A High School graduate or equivalent with good oral and written communications skills. Military or equivalent civilian training in the Army Supply System is strongly desired.

**Experience:** 3 years' experience in logistics, automation or supply management or a combination thereof is essential. 1 year experience in inventory.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

[michelle.lanham@sunikllc.com](mailto:michelle.lanham@sunikllc.com)

719-524-0452



**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Supply Technician, Lead in Container Management for the Transportation Department.

**Position: Supply Technician, Lead (Container Management) (Job # SUN00672)**

**Position Classification: Non-Exempt (01410)**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: February 10, 2023**

**Close date: Until filled**

**Pay Rate: \$28.30**

**Position Summary:**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require:

(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

**MAJOR JOB ACTIVITIES:**

1. Serves as Lead for the Installation Container Management / Operations Section.
2. Performs container management / support functions and leads a government container storage yard IAW ASO processes.
3. Directs updates and input container data in JCM and other Logistics Information Systems, MS Office, Windows and other similar programs.
4. Directs the preparation and maintenance of documents for issue, return and receipt of International Organization for Standardization (ISO) containers on the installation and those issued to supported units and activities in accordance with DoD 4500.9-R Vol II and AR 710-2.
5. Leads the inspection of containers for serviceability / deployable, maintenance, coordinates repairs of ISO containers.
6. Ensures the accuracy of monthly inventories to validate 100% accountability of ISO containers and inspect and certify containers to International Convention for Safe Containers (CSC) serviceability in accordance with MIL STD 3037 and DTR 4500.9-R Vol II.

7. Ensures the maintenance and updates of container data in the Joint Container Management System (JCM).
8. Leads the operations of MHE up to 25K for the upload & download of containers; move containers within and between container yards.
9. Issue CSC stickers and container data strips.
10. Request and maintain all records for all assigned DOD ISO container numbers.
11. Obtain all special certifications, licensing, qualifications, and training for these functions are required in accordance with local, state and federal requirements.
12. Maintains all container documents IAW ARIMS.
13. Ensures all processes are accurate and updated as needed to meet the current regulatory requirements.
14. Maintain cost records for all container work orders without over expenditures and effectively project future cost of maintenance / repairs.
15. Conducts a joint final inspection to close out all job orders assigned by maintenance.
16. Identify a proper signature card (DA Fm 1687 – Notice of Delegation of Authority)
17. Be able to professionally correspond with the Army Intermodal and Distribution Platform Management Office (AIDPMO)
18. Other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Various forms of material handling equipment including forklifts (diesel, propane, electric up to 25K), PC's, printers, fax machine, copier.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in both an office and out-of-door environment. However, duties that involve the conduct of work in the out-of-doors area could result in a potential exposure to extreme climatic conditions. May be required to work an uncommon tour of duty including nights, weekends, and holidays. Work will require lifting up to 50 lbs; stooping; climbing; prolonged standing and prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules. Must have steel toe boots.

**FREEDOM TO ACT:** Reports to the Transportation Freight Supervisor and works independently under his/her guidance.

**MINIMUM QUALIFICATIONS:**

**Education:** Military training in logistics or supply or equivalent civilian course work required with good oral and written communications skills, academic course work in computer information systems associated with Government-automated supply systems required. Knowledge of analysis of scheduling and accountability for military supply assets desirable. Working knowledge of DA Form 2404, DA Form 2407 and DA Form 1687.

**Experience:** Three to five years of leadership experience in progressively responsible position. Must have skills on customer relations, communication, ability to work well with others and to function under stress. A minimum three year general experience in professional, investigative, technical or other responsible work that demonstrates strong leadership, judgment and analytical ability. Desired two years specialized knowledge in Container Management and working knowledge of the Business Support.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to start date or by 30 days after employment.**

**SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a**

**National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

**[michelle.lanham@sunikllc.com](mailto:michelle.lanham@sunikllc.com)**

719-524-0452



AN AKIMA COMPANY

**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Supply Technician, Lead in the Modernization Displacement and Repair Site (MDRS) for the Supply Department.

**Position: Supply Technician, Lead (MDRS) (Job #SUN00669)**

**Position Classification: Non-Exempt (01410)**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: February 10, 2023**

**Close date: until filled**

**Pay Rate: \$28.30**

### **POSITION SUMMARY:**

This position performs in a low-level supervisory role overseeing 5-10 personnel in all aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) as related to a Tactical Supply Support Activity (TSSA). All operations will be performed locally or at other installation supply activities. Work is segregated by supply commodity area or function and controlled in terms of storage. Inbound-outbound freight, and stock control.

- (a) Working knowledge of US Army computer operating supply systems, programs, policies, nomenclatures, work methods, manuals, or other established regulatory guidelines.
- (b) A in-depth understanding of the needs of the organization serviced.
- (c) Analytical ability to define or recognize and solve the problems involved, collect the necessary data, establish the facts, and take a recommended action based upon application or interpretation of established regulatory guidelines.

### **MAJOR JOB ACTIVITIES:**

1. Lead/Coordinate all supply operations within the TSSA warehouse to include receipt, storage, issue, record management, property accountability, requisitioning and associated inventory control of all material and supplies necessary to support the SSA under contractual requirements.
2. Performs customer support functions, those processes used to support the total requirement of customers to gain logistics support in both combat and peacetime situations.
3. Work and/or able to learn how to operate Global Combat Support System–Army (GCSS-A).

4. Working knowledge of Micro-soft Office, Windows, and other similar operating systems.
5. Directs the required actions of the warehouse personnel in applying stock control policies and procedures in the maintenance of reorder points, stockage levels and property accounts.
6. Performs inventory management, cataloging, research functions IAW ASO procedures and TSSA Regulations
7. Ensures training of employees is conducted, performs employee counseling and evaluations. Enforces all Safety to standard, to include implementing Safety as a culture for all employees.
8. Research and analyze problems to determine if problems are human error or systemic.
9. May perform other administrative tasks as determined by the Installation Supply Support Activity Supervisor.
10. Other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Various forms of material handling equipment including possible forklift operations (diesel, propane, electric), pallet jacks, etc. PC's, printers, fax machine, copier.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in a warehouse environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs.; stooping; climbing; prolonged standing; prolonged sitting, employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, arm, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:** Reports to the ISSA Supervisor and works independently under his/her guidance.

**MINIMUM QUALIFICATIONS:**

Education: High School graduate, with training in logistics/supply operations or equivalent military/civilian course work preferred. Exceptional oral and written communications skills a must, academic course work in computer information systems associated with government-automated supply systems, a working knowledge or able to learn GCSS-A.

Experience: A minimum three years general experience in professional, investigative, technical or other responsible work that demonstrates judgment and analytical ability which has provided a general base knowledge of logistics. Three year's experience as a group/team leader required.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE: Must be a US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

**[michelle.lanham@sunikllc.com](mailto:michelle.lanham@sunikllc.com)**

719-524-0452



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*Empowering People. Strengthening Families. Building Inclusive Communities.*

# Systems Administrator 4

**Job Category:** Information Technology

**Requisition Number:** SYSTE002551

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Posted: February 9, 2023

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Full-Time

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Schriever Space Force Base  
Colorado Springs, CO 80912, USA

## Job Details

### Description

We have an exciting opportunity to join us in supporting one of our valued customers as a **Systems Administrator 4** to work out of Schriever Space Force Base in Colorado.

**PAY:** \$120,000 - \$150,000

**JOB SUMMARY:** Supports in the design and evaluation of systems to meet functional specifications of new features. Generates concepts, designs and provides support for implementation. Assists with the development of objectives, requirements, CONOPS, and processes for all USAFWC divisions. **Schedule:** 0730-1630.

#### ESSENTIAL DUTIES:

- Oversee the overall security, integrity, and operations of USAFWC systems and networks IAW AFI 33-115, AFMAN 33-152, AFMAN 33-283, AFI 31-501, AFMAN 33-152 and local policies and procedures and provide support in connecting USAFWC divisions with other agencies.
- Operate networked and stand-alone systems at the unclassified, secret and top secret-SCI classification levels and provide after-hours, non-duty hours and on-call support as requested by the Government.
- Perform systems administration on platforms including SGI, SUN Microsystems, personal computer (PC) and Mac systems, running multiple operating systems such as IRIX, Solaris, Linux, Windows 7, Windows 2008 or later, VMware ESXi v5 or later, as well as several versions of the Mac operating system.
- Identify, troubleshoot, and restore network, server, and client systems as outages occur or as needed on a daily basis.
- Installs new software releases and system upgrades, evaluates and installs patches and resolves software conflicts. Perform application loading, troubleshooting, tuning and technical support for hardware and software used within the USAFWC.
- Lifecycle and install new physical and virtual servers as needed on a reoccurring basis.
- Operate Backup software to ensure monthly and daily backups complete for data protection.
- Utilize network-scanning tools to assess vulnerability status and mitigate vulnerabilities on a monthly basis.

- Generates concepts, designs and provides support for implementation. Assists with the development of objectives, requirements, CONOPS, and processes for all STAR Delta divisions.
- Provide support in developing systems to exploit commercial off the shelf (COTS), Government off the shelf (GOTS), and emerging technologies to improve AF capabilities to include requirement analysis, solutions development; life-cycle maintenance, and performance measurement.
- Perform client support administrator duties and conduct client support administrator training for assigned Government client support administrator, as applicable.
- Participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing, and acceptance phases.
- Performs tests, experiments, implementations, and system support of components and capabilities.
- Maintains confidentiality with regard to information being processed, stored, or accessed.
- Integrate data fusion architectures and leverage existing and other all-source data in support warfighter applications and systems.
- Develop and review communication system requirements.
- Study organizational structures, unit missions and requirements to gain a better understanding of their impact on systems operation.
- Provide systems engineering expertise for facility layout and engineering to include systems architecture designs, planning and develop and budgeting.
- Develop and maintain Communication and Information Systems Installation Records (CSIR), and schematic operational, systems, and technical architecture drawings to include review of CSRD technical solutions and CSIRs annually and maintain interface drawings between systems, connectivity drawings of equipment to various LANs and configurations.
- Additional duties as assigned.

**REQUIRED QUALIFICATIONS:**

- 7 years of experience in system engineering, administration, and management
- IAT Level II Certification (ie CompTIA Security+)

**PREFERRED QUALIFICATIONS:**

- Proficient in Microsoft Office Suite

**EDUCATION/CERTIFICATION:** High School diploma or equivalent, Bachelor's in IT or engineering preferred

**REQUIRED CLEARANCE:** TS/SCI

**TRAVEL:** 10%

All USfalcon employees are required to show proof of vaccination status at time of hire to ensure compliance with EO14042, Ensuring Adequate **COVID Safety Protocols** for Federal Contractors (effective December 8, 2021).

In compliance with **Colorado's Equal Pay for Equal Work Act**, USfalcon considers several factors when extending an offer, including but not limited to, the role and associated responsibilities as well as a candidate's work experience, knowledge, skills, education, and training.

**Benefits Offered:** medical, dental, vision, life insurance, short-term disability, long-term disability, 401(k) match, flexible spending accounts, EAP, parental leave, pet insurance, paid time off, and holidays.

**About US:** USfalcon has grown from our roots in 1984 to become a mid-tier professional services company supporting a diverse and global customer base of DoD and Federal Agencies. We have been excelling in diverse platforms for almost 30 years and continue to be an industry leader. If you thrive in an organization that values integrity, commitment, stewardship, and service, we want to meet you. We deliver core capabilities in Aviation, Space, Information Technology, and Business Operations and continue to grow and expand our competencies, contracts and customer base, adding to our long history of supporting customer and community needs. Learn more at [www.usfalcon.com/history](http://www.usfalcon.com/history).

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#### Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)



[Assistant Nurse Manager](#)

Closes 2/20/2023

[Reservations Clerk](#)

Closes 2/20/2023

[Audiologist](#)

Closes 2/20/2023

[Histopathology Technician](#)

Closes 2/20/2023

[Office Automation Assistant](#)

Closes 2/20/2023

[Management & Program Analyst](#)

Closes 2/20/2023

[Heavy Mobile Equipment Repairer](#)

Closes 2/21/2023

[Transportation Assistant](#)

Closes 2/21/2023

[Practical Nurse Surgery/Specialty Lead](#)

Closes 2/21/2023

[Supervisory Financial Management Officer](#)

Closes 2/21/2023

[Records & Information  
Management Specialist](#)

Closes 2/21/2023

[Store Worker](#)

Closes 2/21/2023

[Licensed Professional Mental Health Counselor](#)

Closes 2/21/2023

[Security Specialist](#)

Closes 2/21/2023

[Work-Life Consultant](#)

Closes 2/21/2023

[Commercial Sponsorship Coordinator](#)

Closes 2/22/2023

[Aerospace Engineer](#)

Closes 2/22/2023

[Tax Analyst](#)

Closes 2/22/2023

[Sales Clerk](#)

Closes 2/22/2023

[Army Reserve Administrator](#)

Closes 2/23/2023

[CYS Training Specialist](#)

Closes 2/23/2023

[Victim Advocate - SHARP](#)

Closes 2/23/2023

[Education Services Specialist](#)

Closes 2/23/2023

[Lead Recreation Specialist - Farish](#)

Closes 2/24/2023

[Contract Specialist](#)

Closes 2/24/2023

[Diversion Investigator](#)

Closes 2/28/2023

[Occupational Therapy Assistant](#)

Closes 3/1/2023

[Medical Support Assistant](#)

Closes 3/1/2023

**Click on the job title to access the announcement.**

\*Announcement will close at a specified number of applications which can be sooner than the close date.

[Search results link for Fort Carson excluding remote positions.](#)



## Remote Vacancies

[Grants Management Specialist](#)  
Closes 2/21/2023

[Human Resources Specialist](#)  
Closes 2/21/2023

[Equal Employment Specialist](#)  
Closes 2/21/2023

[Student Trainee](#)  
Closes 2/21/2023

[Technical Editor/Writer](#)  
Closes 2/21/2023

[Medical Records Technician](#)  
Closes 2/22/2023

[Administrative Specialist](#)  
Closes 2/22/2023

[Contract Specialist](#)  
Closes 2/23/2023

[Property Disposal Specialist](#)  
Closes 2/23/2023

[Geographic Information Systems Specialist](#)  
Closes 2/23/2023

[Human Resources Specialist](#)  
Closes 2/23/2023

[Medical Records Technician-Coder In-Out](#)  
Closes 2/24/2023

[Recruitment and Outreach Program Coordinator](#)  
Closes 2/24/2023

[Prevention of Sexual Abuse Policy Program Specialist](#)  
Closes 2/24/2023

[Supervisory Legal Administrative Assistant](#)  
Closes 2/24/2023

[\\*Data Scientist](#)  
Closes 2/27/2023

[Management Analyst](#)  
Closes 2/27/2023

[Health Scientist](#)  
Closes 2/27/2023

[Head Start Program Specialist](#)  
Closes 2/27/2023

[\\*Procurement Analyst](#)  
Closes 2/27/2023

[\\*Research Mathematical Statistician](#)  
Closes 2/27/2023

[\\*Public Affairs Specialist](#)  
Closes 2/27/2023

[\\*Supervisory IT Specialist](#)  
Closes 2/27/2023

[FCA Examiner - Accounting Specialist](#)  
Closes 2/28/2023

[Contract Specialist](#)  
Closes 2/28/2023

[Human Resource Specialist](#)  
Closes 2/28/2023

[IT Specialist](#)  
Closes 2/28/2023

[Financial Analyst](#)  
Closes 3/1/2023

**Click on the job title to access the announcement.**

\*Announcement will close at a specified number of applications which can be sooner than the close date.



Group Voyagers Inc. DBA: Globus family of brands is hiring for multiple remote positions. Please see below for opportunities.

For more roles at Group Voyagers Inc. DBA: Globus family of brands, please review the company's career website at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&cclid=19000101\\_000001&type=MP&lang=en\\_US&selectedMenuKey=CareerCenter](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&cclid=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CareerCenter)

Point of Contact: Erica Sansone at [esansone@globusfamily.com](mailto:esansone@globusfamily.com)

Req #	Job Title	Work Style	Salary	Application Mechanism
1408	Content Management Specialist	Remote	\$20 - \$23/hour	<a href="https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&amp;cclid=19000101_000001&amp;type=MP&amp;lang=en_US">https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&amp;cclid=19000101_000001&amp;type=MP&amp;lang=en_US</a>
1409	Contract Administrator (Exotics)	Remote	\$23 - \$25/hour	<a href="https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&amp;cclid=19000101_000001&amp;type=MP&amp;lang=en_US">https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&amp;cclid=19000101_000001&amp;type=MP&amp;lang=en_US</a>
1410	Travel Reservation Sales and Service Specialist	Remote	\$16/hour start (increase to \$17/hour after 90 days based on performance)	<a href="https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&amp;cclid=19000101_000001&amp;type=MP&amp;lang=en_US">https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5bc19967-0a9a-40ee-8216-46763815c9a6&amp;cclid=19000101_000001&amp;type=MP&amp;lang=en_US</a>