

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy, Logistics, and engineering.

We have an immediate opening for a Junior Acquisition Logistics Analyst supporting the day to day activities of Program Executive Office Submarine Electromagnetic Systems Program Office. The Junior Acquisition Logistics Analyst will perform multiple tasks related to acquisition logistics activities and products throughout the Navy Acquisition life cycle. The Analyst will provide support to upper to management and government customers. The Analyst will be part of a team that manages and implements acquisition plans in support of a Department of the Navy Program, specifically in the areas of Acquisition Logistics Management and Navy In-Service requirements.

Job Code: FWI-PEO-JALA

Duty Location:

Washington Navy Yard area, Washington D.C.

**Minimal travel may be required.*

The Acquisition Logistics Analyst will:

- Interface with internal and external government customers.
- Understanding of the Acquisition ILS development process.
- Manage schedule and technical performance requirements for a complex enterprise system.
- Understand the Life Cycle Support Plans (LCSPs) development process.
- Develop/review program schedules.
- Assists Lead in providing program budget requirements.
- Facilitates stakeholder reviews, working group and ILS team meetings.
- Able to work on multiple projects at one time.

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Knowledge Required by the Position:

- Proficient in Microsoft Office (Word, Excel, Power Point, Project)
- Excellent writing and communication skills and strong verbal and interpersonal skills as daily interaction with government customers, and external government customers will be required.

Required Qualifications:

- **Active Secret Security Clearance**
- **Bachelor's Degree or equivalent work experience is lieu of degree**
- **2-5 years of experience in Acquisition Logistics supporting Major Acquisition Programs**
- **Familiarity with Navy DoD program offices**

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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