

Lead General Supply Specialist, GS-2001-12

Open Date: 7 MAR 23

Closing Date: 13 MAR 23

Work schedule: Full-Time

Salary: \$82,830-\$107,680 per year

Location: Yuma Proving Ground, AZ

AJC Job Posting: 5745161

Job Description:

The United States Army Test and Evaluation Command is posting this advertisement to fill a current vacancy. The chosen candidate will serve as a Lead General Supply Specialist supporting the Maintenance Division within Yuma Test Center in Yuma, AZ. A selection will be made soon after the closing date. Selection of this position is permanent and will be made at the GS-12 grade level.

Job Responsibilities:

- Interpret new regulations and establish methods of compliance; writes and assures implementation of directives as a result of interpretation of revised guidance.
- Determine areas where adverse trends are developing, initiates studies, analyzes findings, determines reasons for trends, and initiates corrective action.
- Responsible for planning, coordinating, reviewing and expediting activities of the team personnel engaged in the procurement, receipt, storage, issue and shipment of supplies, materials and equipment.
- Ensure all mandatory source requirements are met, that card purchase and payment do not exceed authorized limit per purchase and that no unauthorized or split purchases are made, as well as compliance with regulatory guidance for the GPC Program.
- Maintain a log of monthly card transactions, approving or disputing each transaction prior to authorization of payment.
- Ensure the organization's strategic plan, mission, and vision are communicated to the team and integrated into the goals, objectives, work products and services.
- Perform periodic and on-site inspections involving physical inventory and inspection of property.

For a full description of duties and responsibilities please visit [az job connection.gov](https://atec.yello.co/jobs/MtZzawBNFniF6iCGfpx2kQ?job_board_id=zm0Yjn0EaOr11u8mjBINOQ) or https://atec.yello.co/jobs/MtZzawBNFniF6iCGfpx2kQ?job_board_id=zm0Yjn0EaOr11u8mjBINOQ

Follow the instructions included on the site, including how to submit an application.