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## DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

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### **FACILITY PROJECT COORDINATOR**

DMR Consulting, Inc. is seeking an experienced Facility and Project Coordinator responsible for the logistics, resource planning, government property tracking, facility management and organization of delivery orders for products and services in support of Naval Surface Warfare Center Panama City (NSWC PCD). Candidates shall demonstrate a 5-7 years of technical project management and/or facility supervisory experience. The lead position will assist the Production Manager with processing Defense Logistics Agency (DLA) task orders, manufacturing coordination, technical data package reviews, cost projections, milestone schedules, testing, documentation, quality assurance and compliance. Candidates who have past performance as DOD contractor and/or active duty military are preferred. The Coordinator must have the knowledge and experience to set-up and maintain the Fabrication Facility and/or Warehouse operations, project improvements, floor plans, engineering assets, material resources, inventory control, spares, kitting, and tracking of government furnished materials/equipment/property (GFM/GFE/GFP). Critical components of coordination require knowledge of Technical Data Package requirements, fabrication of parts, production planning, budget costs, and procurement of COTS items, quality processes, test and evaluation. The coordinator monitors on-site progress of the scope of work, solutions to technical problems, and coordination of the fabrication facility schedule. The candidate must be organized, detail-oriented and understand Technical Data Package (TDP) drawings, product specifications, sequence of project elements, and contract deliverables within deadlines. Preferred candidates must have past experience and knowledge with computer technology, software, and government databases for TDP documentation, GFE/GFP inventory processes, and acquisition history with such programs as (CMPro, ERP, Haystack, etc.)

### **REQUIRED QUALIFICATIONS:**

- Must be U.S. Citizen
- Minimum Associate Degree in Technical field and 5-7 years of relevant experience.
- Must complete background check and be eligible to obtain government security clearance.

### **BASIC QUALIFICATIONS:**

- 5 years' experience in project coordination, production control and/or resource management.
- Basic understanding of government technical procedures, paperwork and databases required by project.
- Ability to translate technical drawings, design specifications, and engineering changes in clear, concise language through excellent oral and written communication skills.
- Identifies facility resources that resolve problems in a timely manner. Research and analyze specifications and recommend alternative solutions.
- Proficient in computer software programs: Microsoft Office (Word, Excel, Outlook, Share Point, Teams, Power Point, Access).

Submit resume, cover letter, and (3) professional references to [employment@dmrcinc.com](mailto:employment@dmrcinc.com)

Full-time salary with excellent benefit package: 100% Paid Group Health & Life Insurance for Employees, 50% Paid Dependent/Family Health Insurance, 50% Paid Dental and Vision, Optional AFLAC Disability insurance, 3% Matching IRA, 10-Federal Holidays, and 15 days-Personal Time Off (PTO), Annual Performance Raise & Bonus program.

DMR is an Equal Opportunity Employer (EOE) hiring a diverse team members no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, and disability, or veteran status, as protected by federal, state or local laws.

