

## LCV EUCOM Poland: Operations Coordinator

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Company: KBR

Location: Poland

Category: other-general

### Title:

LCV EUCOM Poland: Operations Coordinator

### Program Summary

**KBR** leads the government services world contingency market by providing responsive, full-service logistics support to forces deployed around the world under the **Logistics Civil Augmentation Program contract (LOGCAP)**. KBR's enduring mission support of the **LOGCAP** program dates back to 1992 when we served as the contract's original prime contractor. Today, we have a workforce of over 6,000 people representing 40 nationalities who perform work on the contract in 14 countries.

### Job Summary

The Operations Coordinator is a crucial role in supporting Site Operations, Region, and/or Task Order Operations. Responsibilities include collecting, processing, validating, and verifying data to meet internal and external reporting requirements.

### Roles and Responsibilities

Complete contractual required reports in accordance with the established policies, procedures, systems, and requirements approved by the company.

Perform routine assignments as an Operations Professional.

Perform a wide range of administrative, office support, and coordination activities in support of the Senior Operations Coordinator.

Document meeting minutes for distribution through SharePoint After Action Report

(AAR)/Memorandum for Record (MFR) platform.

Create and update project presentations and manage administrative tasks like coordinating meetings and documenting site, region, or Task Order activities.

**Basic Qualifications** (Required Education, Experience, Skills, and Certifications)

Must have at least 1 year of directly related experience.

Requires a High School Diploma or equivalent.

Proficiency in both written and spoken English is required.

Must be a highly organized self-starter capable of working in a fast-paced, multi-disciplined team environment to manage competing priorities to achieve goals.

Must have 1+ years overseas deployment experience on a LOGCAP contingency environment assignment.

Must be familiar with the Program Management Office (PMO) Operations Desktop Operating Procedures (DOP), including but not limited to: Employee Messages, Incident Reporting Requirements, Crisis Management Action Team, Situation Report, Aircraft Accident/Incident Emergency Response Plan, and Master Schedule of Work.

Requires at least 1 year of previous Operations Specialist experience or equivalent Military experience.

Must possess basic understanding of LOGCAP concept of operations to include Performance Work Statement (PWS) and associate technical exhibits.

Requires a working knowledge of Microsoft Office (Word, Visio, PowerPoint, Outlook, Excel, Teams, etc.).

Proficient in producing professional internal and external communications.

Service Order / Customer Service experience and use of Maximo system.

Experienced in using SharePoint.

Must possess passport book (not passport card) with at least 15 months of remaining validity AND with at least six blank visa/stamp pages remaining.

Must possess driver's license with at least six months of remaining validity.

**Preferred Qualifications**(Preferred Education, Experience, Skills, and Certifications)

Bachelor's degree.

Capable of working with and developing Power BI Dashboards.

Knowledge of Appian system.

Familiarity with the development of Basis of Estimate (BOE).

**KBR Benefits**

KBR offers a selection of competitive lifestyle benefits which could include medical, dental, life insurance, AD&D, R&R, an Employee Support Program and more. We support career advancement through professional training and development.

**Inclusion and Diversity at KBR**

At KBR, we are passionate about our people, sustainability, and our Zero Harm culture. These inform all that we do and are at the heart of our commitment to, and ongoing journey toward being a more inclusive and diverse company. That commitment is central to our team of team's philosophy and fosters an environment of real collaboration across cultures and locations. Our individual differences and perspectives bring enhanced value to our teams and help us develop solutions for the most challenging problems. We understand that by embracing those differences and working together, we are more innovative, more resilient, and safer. **We Deliver – Together.**

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