

UABOS Turkey LN: Vehicle & Equipment Clearance Coordinator

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Company: KBR

Location: Çankaya

Category: other-general

Title:

UABOS Turkey LN: Vehicle & Equipment Clearance Coordinator

Program Summary

KBR supports the operational needs of U.S. armed forces at Morón Air Base in Spain and several bases in Turkey. Our services ensure smooth operations, allowing Air Force and government personnel to focus on their missions. We provide program management, civil engineering, morale, welfare, and recreation support, among other essential services.

Awarded by the Air Force Installation Contracting Center, our contract spans a five-year base period with three one-year options, reflecting our commitment to excellence and operational support.

Job Summary

As the Vehicle and Equipment Clearance Coordinator, you will collaborate with a diverse team representing KBR, the United States, and Turkey. Your communication skills, in both English and Turkish, and ability to prioritize and meet deadlines will be crucial to ensuring the flow of vehicles and equipment into and out of Turkey.

Roles and Responsibilities

Prepare, maintain, update, and submit a semi-annual Verification Status Report for the Major Items of Equipment (MIE), Vehicle, and Generator (RR) to the Turkish General Staff (TGS).

Process requests from U.S. units to import/export, move vehicles/generators, and other equipment within Turkey IAW the Defense and Economic Cooperation Agreement

(DECA) of 1980.

Prepare requests for Turkish Defense Approval (TDA) to TGS J-6 IAW the U.S. Defense Representative in Turkey (USDRT) Memorandum 60-1, Cargo Clearance Procedures and Vehicle Painting and Marking. Notify the requesting unit of the TGS approval or disapproval.

Maintain electronic and paper files of vehicle/generator and other equipment country clearance actions IAW AFI 37-122 and AFI 37-138.

Establish computer-based formats and post data and reports on a daily basis IAW AFI 33-114, AFI 33-119, and AFI 33-129.

Perform temporary duty vehicle and DECA inspections and conduct personnel training, as required.

Translate written correspondence from Turkish sources from Turkish to English and from English to Turkish.

Basic Qualifications

English language proficiency level 3

Bachelor's degree, any discipline

5 years-experience in a multi-national organization, or military, in inventory management

Preferred Qualifications

Experience in formal translation between Turkish and English, especially simultaneous translation.

Advanced proficiency in Microsoft Office applications

Ability to travel within Turkey

Ability to walk and stand for extended time periods during inspections

KBR Benefits

KBR offers a selection of competitive lifestyle benefits which could include 401K plan with company match, medical, dental, vision, life insurance, AD&D, flexible spending account,

disability, paid time off, or flexible work schedule. 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.

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