

Hawk Enterprises, LLC

Senior Analyst

Job Description

Title: Senior Analyst
Department(s): LCA
Reports to: Project Lead

Job Summary:

The Senior Analyst is responsible for working as part of a team to support on-going efforts with the a Program Office, Logistics Management Division. The Senior Analyst collects maintenance data; identify failure trends; determine tradeoff relationships between system operating readiness and repair level; input data into modeling programs such as COMPASS; interrupt outcomes of modeling programs; conduct manpower studies to determine required staffing levels; analyze repair requirements and provided recommendations for tools, test equipment placement at appropriate maintenance levels.

Summary of Essential Job Functions:

- Evaluate manning requirements for Army Aircraft
- Perform detailed and complex studies and calculations
- Review and evaluate STAMIS systems to determine work requirements and maintenance levels *ULLS-A (E) experience a plus*
- Serve as an Analyst responsible for performing analytical, evaluative, calculations work related to the Army aircraft
- Apply a comprehensive knowledge of Army Aviation maintenance organizations, organizational relationships, missions and functions, policies, and procedures
- Review, update, and validate historical maintenance documents
- Research and analyze Army Aviation doctrine requirements and various aircraft technical data
- Strong written and verbal communication skills are required
- Efficiently prepare and present detailed and technical reports and written correspondence
- Knowledge of wholesale supply above organizational level *background in aviation provisioning is a plus*

Minimum Requirements:

- Minimum of 10 years of Army Aviation maintenance experience
- Strong background in aviation logistics
- Strong background in aviation ground support equipment
- Experience writing and presenting technical reports and experience
- Aviation quality control and production control experience
- Database development in Access, SQL, or other type software

Abilities Required:

- Ability to interpret technical data, schematics, and wiring diagrams to aid in problem resolution and troubleshooting are required
- Excellent communication skills (written and verbal)
- Working knowledge of a computer and Microsoft Office products required
- Able to work as a member of a fast paced, quality oriented team
- Able to work independently with minimal supervision experience
- 10-40% travel

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature: _____ **Date:** _____

Immediate Supervisor Signature: _____ **Date:** _____

Additional Information

HR Use Only	
Job Code	
Generic Title	
Pay Grade	
Management (Yes/No)	
E/NE Status	
Last Revised	