



ILS & Documentation Administrator

A market-leading manufacturer is seeking a highly motivated **Integrated Logistics Support & Documentation Administrator** to work closely with engineering, operations, and support teams to develop and implement logistics strategies that optimize system readiness. This is an amazing opportunity to join a family-oriented company, with ever-growing opportunities for success.

Responsibilities:

- Serve as the customer-specific ILS Administrator and point of contact for customers after order entry for ILS documentation submittals
- Develop and implement ILS and submittal protocols for Naval and Defense Projects
- Serve as the point of contact for achieving project goals, including adherence to deadlines, budget and quality from the documentation submittal requirements
- Prepare technical documentation, including maintenance manuals, training guides, and provisioning data
- Coordinate with suppliers and internal teams to ensure all information developed is accurate and up to date
- Track and improve existing ILS and submittal procedures
- Support customer inquiries and help resolve logistics-related issues
- Collaborate with stakeholders to ensure compliance with military and industry standards
- Other duties as assigned

Education and Experience:

- (1-4) years related naval industry experience
- Experience with government contracts and compliance required
- Experience with PDM systems: Aras Innovator, PTC Windchill, Autodesk Vault, SPARS or other mil specific PDM systems preferred
- Must have experience working in a team environment
- Ability to multi-task and prioritize, within high-paced environment
- Proficient skills in Microsoft Office Suite
- Experience working under ISO9001 preferred
- Proven self-starter with a strong initiative to drive designs to completion
- Ability to obtain DoD Security Clearance (As required)

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available