

JOB TITLE	Database Sustainment Specialist – DMLSS-FM
SALARY RANGE	\$35,600 to \$45,000 Per Year
POSITION INFORMATION	Full-Time
SECURITY CLEARANCE REQUIREMENTS	Secret
US CITIZENSHIP	Required
BENEFITS OFFERED	Paid Time Off
LOCATION	US Naval Hospital Yokosuka, Japan

This is a Local Opportunity being announced on behalf of Golden Wolf LLC.
Please send resumes and all correspondence to robyn.b.ewing.ctr@mail.mil.

GoldenWolf, LLC is a trusted advisor and facilities management support provider for military medical facilities professionals. Our team members are highly skilled and experienced in medical facilities management and bring deep expertise and cultural understanding to our clients' unique challenges working not only in medical facilities but also within the Department of Defense political and fiscal environment.

GoldenWolf is seeking a Database Sustainment Specialist (DSS) that directly supports all aspects of the Defense Medical Logistics Standard Support Facility Management (DMLSS-FM) Computerized Maintenance Management System (CMMS) for the U.S. Navy Bureau of Medicine and Surgery (BUMED). The applicant should possess a strong work ethic and be able to show initiative to learn items related to any given task.

Duties:

- Track and maintain proper accounting of inventory within a computer database (as front-end user)
- Prepare data for computer entry by compiling and sorting information; field verification may be necessary
- Determine root cause of discrepancies regarding counts to inventory and make recommendations for correction
- Provide comprehensive Monthly Workload and Performance reports
- Perform quality assurance by ensuring the accuracy of reporting data
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form and translate the technique/data accurately into a database
- Implements/follows procedures for ensuring quality data and inventory control is present within the database
- Verifies entered customer and account data by reviewing, updating, and archiving files to eliminate duplication of data
- Maintain operations by following policies and procedures, reporting needed changes
- Maintain customer confidence and protect operations by keeping information confidential

Qualifications:

- Minimum of two years' experience using Microsoft Office products with proficiency in Word, Excel, and Outlook
- Possess excellent communication skills, both verbal and nonverbal
- Exceptional attention to detail, time management, and organizational skills
- Must be able to demonstrate effective decision-making abilities
- Possess the ability to analyze information, interpret results, and problem-solve
- Customer service oriented
- The ability to work confidently in a results-oriented environment

Preferred Skills:

- Two years' (front-end) database management experience
- Working knowledge, familiarity, or background in medical facilities management
- DMLSS experience is preferred but not mandatory; training will be provided
- Bachelor's degree preferred, but not required
- Prior military service is highly desirable

As a Women-Owned, Service Disabled Veteran Owned Small Business with 8a certification, GoldenWolf is uniquely positioned to serve our Military Medical clients. Our history demonstrates a

broad and deep range of engineering, technical, and strategic services. GoldenWolf's goal is to develop innovative and executable solutions in all facets of facilities management. Located just outside Washington, DC, in Huntingtown, Maryland, we currently provide services worldwide. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual preference, gender identity or national origin.