



RG-ITPM-01 Logistics & Information Technology Project Manager

Job Responsibilities

- Experience playing a leadership role in a shipping/receiving environment, preferably handling with IT assets (hardware and software)
- Ability to innovate, make creative recommendations, and contribute to strategy
- Excellent interpersonal and communications skills (verbal and written)
- Ability to multi-task, follow-through and meet deadlines
- Ability to follow standard operating procedures and exercise good judgment independently or with little oversight
- Strong negotiation and vendor relationship experience
- Self motivated and willing to work cooperatively, and sometimes independently, in environment with small staff
- Ability to act professionally at all times and safeguard confidential borrower, financial and other information
- Personable, cooperative attitude
- Willingness to be part of a team in a growing organization

Job Requirements

- 3-5 years experience
- Warehouse management
- Experience receiving and distributing IT assets
- Distribution and logistics
- Management of 5+ individuals
- Basic knowledge of IT hardware
- B.A. or B.S. preferred, but not required

Location

- Washington, DC
 - Full-time, Contract Employee
 - Hours per week: 40

