

Operations Assistant - Security Clearance Required

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Company: Amentum

Location: Qatar

Category: other-general

Amentum is seeking a Operations Assistant for a position located at Al Udeid Air Base in Qatar supporting the Air Force. The Operations Assistant will be responsible for the following, including, but not limited to: Customer Service Support – identifying facility needs, categorizing work, and reviewing work requests and be able to fully integrate into the Air Force work task tracking system (BUILDER), to track the projected lifespan of real property and real property installed equipment. Quality Service Support – work requests to completion and closeout including follow-up to ensure customer satisfaction. Service Support and Calls – Manage workflow to ensure service calls are addressed in a 24/7 environment to ensure any disruption of base services is addressed and resolved as quickly as possible to customer's expectation in a quality and safe manner, while keeping base personnel and program leadership updated. Administration duties– Publicize any advance or informative notices regarding base operations repair, maintenance, installations, etc. via social media and/or printed materials posted in designated areas of concern or relevance. Customer coordination – Coordinate work and facility inspections; participate and facilitate the process to obtain any base required permits while keeping program and base leadership updated.

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