



### **Supply Technician in Guatemala City, Guatemala**

CRC is seeking a qualified supply technician to provide Maintenance and Vehicle Assistance as part of the Central America Regional Security Initiative (CARSI). The CARSI Initiative, one of the largest and most sophisticated multi-lateral security efforts in the world, provides funding for the USG to assist the governments of the CARSI countries with police professionalization, justice sector reform, counter narcotics efforts, border security management, crime and violence prevention, and anti-corruption efforts.

#### **Duties and Responsibilities**

- Work with the office manager to provide logistical support for the TAG Unit operations.
- Create preventive maintenance schedules for equipment and facilities.
- Create schedules for preventive maintenance for cars and motorcycles.
- Prepare procurement requests for the out-source maintenance that may be required.
- Prepare a list of corrective maintenance that might be needed immediately and prioritize.
- Maintain daily log on the use of vehicles and motorcycles.
- Maintain office supplies and equipment inventory.
- Assist the office manager with local purchases when necessary.
- Attend meetings and participate in team decisions.
- Create improvements in maintenance of equipment and facilities.
- The assistant will provide supervisors a monthly report on the following areas:
  - Preventative maintenance schedule for equipment and facilities.
  - Preventative maintenance schedule for cars and motorcycles.
  - List of corrective maintenance needed including priority.
  - Daily log on the use of vehicles.
  - Updated inventory of office supplies and equipment.
- Hours for this position will be the core hours of the US Embassy Guatemala: 7:30 am to 5:00 pm, Monday through Friday, 40 hours per week.
- The position is located in Guatemala City.

#### **Qualifications**

- College Degree from an accredited university or high school degree with experience
- Guatemala Citizen
- RSO security clearance.
- FSI level 4/4 Spanish, Level 3/3 English
- General Vehicle Maintenance experience: oil changes, brake checks, tire rotations.
- Demonstrated experience working in a professional environment.
- Demonstrated ability to work well under pressure and be well organized.
- Demonstrated ability of repairing things.
- Demonstrated experience in maintenance in different areas.

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- Demonstrated experience in creating and implement maintenance schedules.
- Demonstrated knowledge, with at least two years' experience, in creating logistics policies to improve results in daily operations.
- Demonstrated ability to maintain confidentiality of files and other documents.
- Must be able to work with cash receipts and keep up-to-date expense records.

## **About CRC**

Crisis Response Company, LLC (CRC) is a Service Disabled Veteran Owned Small Business (SDVOSB) formed in 2009 by leaders who have captured and led numerous and recent peacekeeping operations on behalf of DoS, DoD, United Nations, the African Union, and Private Industry. CRC's leadership formed the company with a single goal to enable Governments and Private Industry succeed in Security Sector Reform/Transformation, Subject Matter Expert Manning, and Defense initiatives around the globe.

Please send qualified resumes to [admin@crc-intl.com](mailto:admin@crc-intl.com)