

Job Title	Event Logistics Coordinator
Reports to	Program Manager
Location	Denver, CO / Alexandria, VA

About Us & This Opportunity

TSI is an award-winning management systems engineering company. Connect with our history, culture, values and values at www.transformation-systems.com. With talented people at all levels, ready and able to jump in to make a difference, TSI helps to move organizational performance forward. This opportunity belongs to someone who wants to be a part of a team making a difference in Navy Organizations. There are opportunities based out of TSI's Denver, CO office and our east coast offices in the Washington, D.C. area. Program based and regional based to the client location is required.

Roles and Responsibilities

Be an integral part of improving the performance and culture of the Navy. This position will support the Program Manager by coordinating all logistics related to the facilitation of daily training events. Primary responsibilities include:

- Collaborate with business and leadership team to document the specific requirements for each event
- Ensure training team availability and schedule facilities as needed
- Inspect training rooms prior to event to ensure the space meets the requirements of the event
- Coordinate or obtain necessary equipment and supplies needed for each event
- Manage the setup and break down of all training events
- Maintain an accurate inventory of training material, coordinate re-supply orders, and promote a healthy relationship with all TSI vendors
- Coordinate logistics across multiple training events simultaneously
- Effectively communicate training status with TSI Program Manager and Training Specialists

Qualifications

Required:

- Associate's or Bachelor's degree in a related field
- Minimums attention to detail and superior organizational skills
- Skilled at quickly developing creative solutions to issues that may arise at the last minute
- Ability to build strong relationships with customers, vendors, and team members
- Entrepreneurial spirit, track record of initiative, and strong sense of ownership for your work
- Mastery of the Microsoft suite including Word, PowerPoint, and Excel
- General understanding of Audio/Video equipment and the ability to troubleshoot minor issues quickly

Preferred:

- Expert knowledge of Audio/Video equipment and the ability to troubleshoot complex issues quickly
- 1 or more years of experience with inventory and vendor management
- Experience with event planning and logistics
- Former Military Officer or staff sergeant