

## Real Property Support Specialist

The Real Property Support Specialist will be assisting the Government by maintaining real property data in the Army's real property Accountable Property System of Record (APSR).

### Essential Duties

- Recommend and, with Government approval, input facility requirements into the PAX processor in support of the DD1391 process
- Access, update and maintain, websites and or share point sites
- Reproduce engineer drawings and other hard and or electronic copies on an as-needed basis
- Assist the Government by maintaining real property data in the Army's real property Accountable Property System of Record (APSR)
- Conduct or assists with the transition of real property inventory records to IMCOM and real property inventory data to the General Fund Enterprise Business System (GFEBS) as required
- Prepare documents for the transfer and acceptance of accountable real property by ensuring the accuracy of DD Form 1354's (e.g. correct category codes, units of measure, etc.)
- Provide real property support services by direct data input and providing technical recommendations on real property and real estate matters pertaining to the transfer, acquisition, management and disposal of land, buildings, facilities, roads, utility systems, recreational areas, communications and other related infrastructure

### Requirements:

- Bachelor's degree in Business Administration or a related field
- Minimum 3 years' experience with DoD Real Property Information Systems analyzing facility standards, data management, collection and reporting
- Strong verbal and written communication skills
- Work well in a team environment
- Have the ability to communicate effectively with clients and project team
- Highly motivated, articulate, and self-starting
- Proficient in MS Word and Excel
- Must be a U.S. Citizen
- Ability to obtain and maintain a secret level security clearance

If you have the education, skills and experience we are looking for and would like to be considered for this position, please submit your resume to [hr@geobitllc.com](mailto:hr@geobitllc.com)

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*If assistance is needed with GeoBit's application process, please email [hr@geobitllc.com](mailto:hr@geobitllc.com) or*

*call (256) 713-1564*