



**ELEIT Technology, Incorporated**  
2225 Drake Avenue SW, Suite 7  
Huntsville, AL 35805-5189

**ELEIT Technology, Inc.**  
**ALC Job Description – Task Order/Project Lead**

- Serve as the prime contractor, ELEIT Technology, Inc., on-site Task Order/Project Lead (TO/PL)
- Serve as the day-to-day technical point of contact for the Contracting Officers Representative (COR)
- Provide the ELEIT Program Manager (PM) status for all work
- Maintain tracking tools for all work in progress for all Team ELEIT employees
- Notify the Program Manager of work that will not meet schedule
- Maintain the Team ELEIT Employee Roster, provide daily update of personnel status to the PM, and provide to the COR monthly
- Consolidate ELEIT employee monthly report input and provide to the Program Manager for end of month reporting
- Ensure Team ELEIT employees provide their respective companies with their monthly report
- Ensure all Team ELEIT employees are actively supporting applicable Government Leads
- Coordinate with Government Leads as required to support the Performance Work Statement (PWS)
- Maintain liaison with all Team ELEIT employees to ensure PWS is being met and that applicable Government Leads are aware when the employee is not on the duty site, e.g., vacation
- Ensure all Team ELEIT employees perform quality control on all assigned work
- Ensure all Team ELEIT employees follow safe work practices
- Notify ELEIT corporate leadership immediately of any safety violation or injury
- Must be familiar with Army publications policy, guidance, and Military Standards
- Must have excellent skills with MS Office Suite, particularly Word and Excel, and Adobe Suite

***Experience/Education***

- Experience: BS/BA + 12 years, MS + 10 years, PhD + 8 years, or HS + 17 years relevant experience

***Minimum Position Knowledge, Skills, and Abilities Required:*** Microsoft Office software and use of a Desk Top Computer.

***Work Environment, Physical Demands, and Mental Demands:*** Office environment, sitting, stoops, bend, kneel, walk, have full dexterity, correctable vision, and the ability to comprehend and follow written instructions.

***Safety Environment:*** Comply with all site safety and security regulations.