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# Example of ACE Manager Job Description

Our innovative and growing company is looking to fill the role of ACE manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for ACE manager

* Prepare a Weekly AC Activities Report (WAR) summarizing source selection status by AC and effort
* Track use of administrative (non-IT) supplies throughout the ACE working areas in CHI and order replenishment administrative items through the NRO Ordering System
* Maintain ACE content on the ACE page of the NROU website
* In coordination with the Government, shall design, review, print and deliver annual training catalog, brochures and other related training aids
* Coordinate all activities relating to formal courses, Just-in-Time training, and professional development training
* Shall maintain the ACE reference library
* Coordinate with NRO and ACE security for deliveries and for visitor control
* Develop and lead the pre-construction process for projects
* Manage projects and effectively influence, negotiate, and communicate with business partners
* Establish project budgets

## Qualifications for ACE manager

* Strong PC skills required with MicroSoft office especially with Excel, Word & PowerPoint
* Knowledge of federal, state and local regulatory compliance
* Understanding Statistical Process Control
* 2 – 5 years of work experience in manufacturing working with processing equipment
* Associate’s or bachelor’s degree from a four year college or university preferred
* Direct knowledge of Direct Store Delivery