



Trident Technologies and
Consulting – Global, LLC

Logistics Analyst

Job Title: Logistics Analyst
Work Location: Hurlburt Field, FL
Position Classification: Full Time
Security Clearance: Active SECRET clearance

Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is an Economically Disadvantaged Woman Owned Small Business (EDWOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

Responsibilities

- Manage and maintain 100% accountability of \$300,000 in government assets.
- Ensure compliance to inventory control and distribution procedures for the Department of Defense and the United States Air Force.
- Maintain accurate receipts and invoices to account for issue of materials and equipment in compliance with contract requirements.
- Prepare weekly, monthly, and quarterly government required reports for oversight in accordance with contract requirements.
- Represent the company during audits of accounts to ensure 100% accountability of government property.
- Coordinate with subcontractors and vendors to ensure timely acceptance, shipping and receipt of all government property.
- Oversee warehousing controls and implement processes to maintain compliance with all government property and accountability regulations.
- Establish and maintain annual inventory procedures, access controls, and audit processes to ensure 100% accountability.
- Review all organizational procurement activities to establish proper inbound and outbound projections and resource scheduling to maximize asset availability and storage capacity.
- Ensure proper rotation and disposition of equipment is maintained and pre-stage actions are postured to meet organizational schedules and objectives.
- Receive supplies and distribute as needed.

Qualifications

Required:

- **Current DoD Active SECRET clearance**
- Minimum High School Diploma
- Minimum five (4) years of full-time hands-on experience in inventory management
- Minimum of two (2) years full time hands-on experience in the management of Information Technology (IT) assets.
- Minimum of two (2) years full time hands-on experience with lifecycle management
- Minimum of two (2) years full time hands-on experience with database software and management tools
- Experience with Air Force and Air Force Special Operations Command supply system.
- Proficient in MS Office, including Word, Excel, Access and PowerPoint



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

Disclaimer: The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

Special Conditions

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment, and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

Equal Opportunity Employment Statement

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com