



## Parts and Maintenance Customer Service Representative

**Job Title:** Parts and Maintenance Customer Service Representative  
**Work Location:** Virginia Beach, VA  
**Position Classification:** Full Time  
**Security Clearance:** Secret

### OVERVIEW

Trident Technologies and Consulting - Global, LLC (T2C) 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. T2C is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience as a Parts and Maintenance Customer Service Representative for our Virginia Beach based customer.

### RESPONSIBILITIES

The Parts and Maintenance Customer Service Representative (Naval Special Warfare) will be responsible for providing the following:

- Issue and record all parts issued on provided Repair Part Reports and use reports to update the SWALIS database.
- Process initial request, turn-in, and issue documents (DD Form 1149) of required ancillary gear to Techs and SEALS. Receive post-deployment turn-in of all ancillary gear and determine serviceability for re-issue.
- Build repair-part kits and tool boxes for deploying units.

### QUALIFICATIONS

- Possess a valid state driver's license.
- Be able to operate a Personal Computer (PC) with common/standard business software programs. Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.
- Be able to communicate clearly and effectively with others, both verbally and in writing.
- Enter data into multiple databases accurately.
- Possess at least one year of SWALIS or a similar inventory database experience.
- Current DoD active SECRET clearance.

### Supplemental Information

#### 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 is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**T2C POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at; [recruiter@t2cglobal.com](mailto:recruiter@t2cglobal.com)