



## Personal Property Analyst

**Job Title:** Personal Property Analyst  
**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 Personal Property Analyst for our Virginia Beach based customer.

### RESPONSIBILITIES

The Personal Property Analyst (Naval Special Warfare) will be responsible for conducting inventory management of command Personal Property assets as well as the following:

- Process receipts of incoming material, schedule and perform personal property Inventories, and manage database.
- Assist in policy enforcement related to personal property management program. Provide guidance and support to personal property managers and custodians, assist with personal property disposition, and use R-Supply as needed.
- Ensure correct processing and forwarding of receipt, transfer, and disposition of supporting documents.

### 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.
- License to operate a forklift.
- Minimum five years' warehousing and inventory management experience within the Department of Defense (DoD).
- 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)