



Logistics Clerk

Job Title: Logistics Clerk
Work Location: Virginia Beach, VA
Position Classification: Full Time
Security Clearance: Secret

www.t2cglobal.com

Overview

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

Responsibilities

Support inventory management requirements for the NSWG-8 UAS program, and NSWG-8 UAS LS, SRT N4's and SRTs UAS Officer-in-Charge (OIC).

Other duties include but are not limited to.

- Collect inventories and provide a report of discrepancies to NSWG-8 Supply Officer on a quarterly basis. Monitor usage trends and make logistics support recommendations to the sponsor.
- Generate logistics reports as required by the sponsor.
- Respond to requests for information and support WRT NSW UAS programmatic sustainment requirements from UAS Echelon I and II stakeholders as well as other government agencies.
- Provide management oversight for life cycle acquisitions and procurements for NSWG-8 UAS program.
- Analyze inventory management reports for trends, monitoring supply configuration management reports, analyzing supply management data, maintain system security, and maintain database integrity in DPAS, COLTS and other ILS.
- Assist in the preparation of management briefs.
- Support the command Logistics Management Inspection and Assessment (LMI/LMA) program in accordance with COMNAVSPECWARCOMINST 4460.1.
- Provide logistics support inputs as a UAS Logistics IPT member and attend quarterly meetings as required.
- Provide articulate expert advice to senior level leaders in matters related to policy, guidance, training, implementation and development of personnel matters, logistics programs.
- Coordinate with the DPAS Property Book Manager to ensure accurate accountability of all UAS capital assets.
- Develop logistics metrics for eminent UAS requirements for sustainability.
- Assess internal strengths and weaknesses and evaluate comparative advantages of other organizations. Identify best practices and incorporate these findings into an action plan for implementation at NSWG-8.
- Perform work associated with management of UAS items and materials in supply system requiring new stock, transfer, and repair or returned from repair or send for disposal.



- Apply practical knowledge of established and commonly applied Naval Supply and Aviation support principles, including standard methodologies and calculations in inventory management and supply program operations supporting the UAS Program.
- Reconcile inventory reports including variance, and not ready for issue (NRFI) items.
- Maintain shipping records and associated files according to FIAR and related policies.
- Process and submit required financial reports on shipping to the NSWG-8 UAS LS for submission to the Comptroller N7.
- Liaison with the Fleet Logistics Center (FLC) for shipping/receiving actions.
- Ensure the accurate coordination, timely processing, shipment and receipt of all retrograde material as part of the repairable program.
- Initiate tracer action on all outstanding requisitions as listed on the RFP.
- Process, execute and provide all material shipping and receiving status and documentation to NSWG-8 UAS LS, SRT N4s, UAS OICs, Inventory Control and customers as required.

Qualifications

Required:

- **Current DoD active SECRET clearance.**
- Must obtain a HAZMAT certification to process shipments leaving JEBLC-FS, VA and San Diego, CA.
- Must have interpersonal skills and be able to effectively work, individually or as a member of a team, and take the lead on select tasks, as required.
- Three (3) years of technical experience with Navy Logistics Systems and processes.
- Must possess a current license and be able to operate a government vehicle and forklift up to 6K. Experience with Microsoft Windows and Microsoft Office applications such as Excel, Word, PowerPoint and other related programs.

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 thirty-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



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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; recruit@t2cglobal.com