



Shipping and Receiving Customer Service Representative

Job Title: Shipping and Receiving 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 Shipping and Receiving Customer Service Representative for our Virginia Beach based customer.

RESPONSIBILITIES

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

- Receive material and validate source, quantities, recipient(s), and invoice data. Segregate incoming material and forward to various departments and local/deployed detachments
- Package and prepare material and documents for outgoing shipments. Coordinate and receive financial approval to ship various outgoing packages across the US and worldwide. Maintain official shipping or transfer document files in Fiscal Year (FY) sequence.
- Maintain financial audit readiness for all documentation (inbound and outgoing). Maintain financial approval documents in FY sequence. Coordinate with recipients to ensure all documentation is filled out and properly filed.

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