



Position Title: Senior Supply Chain Analyst
Position Type: Full Time
Job Type: Logistics/Material Management
Job Location: Bethesda, Maryland; Philadelphia, PA; Norfolk, VA

Position Summary

Alexander Logistic Group LLC is seeking a talented Senior Supply Chain Analyst to join our team. The Senior Supply Chain Analyst is responsible and accountable for the appropriate and effective management of all material in such a way as to ensure total accountability of all material by enforcing the execution of sound material management practices. The candidate will act in a management capacity with responsibilities for property/asset accountability, information of property value, equipment utilization, accounting depreciation data, serial number tracking, and property management. The candidate will need to be performing work with in NERP and manage Operating Materials and Supplies within the system. The desired employee is seeking an opportunity as a member of a dynamic team, while utilizing their inventory and warehouse knowledge. There is no relocation assistance available for this position.

Contract Specifications

- Must be a US citizen with the ability to obtain/maintain a DoD security clearance

Essential Functions & Responsibilities

- Knowledgeable in collecting and recording data/information; conducting research; identifying problems; and assisting higher-level professionals in day-to-day operations.
- Coordinates with a manager, project/program manager, team leader, or more experienced professional to plan time and use assigned resources to accomplish tasks.
- Contacts are primarily internal to the organizational unit with a manager and other employees to share information, provide data and/or written analyses, and to discuss the status of assignments.
- In some specialties, may have contact with customers and other external parties on routine matters such as gathering information, explaining regulations, and discussing the customer's situation.
- Established policies/procedures provide detailed guidance for almost all assignments, with little or no room for discretion.
- Knowledge of commonly used methods, procedures, regulations and other guides that relate to material management programs within NAVSEA.
- Provide logistics support in regards asset and material management in regards to inventory management/warehouse management across NAVSEA warfare centers.

Education & Experience

- Preferred knowledge of the Operating Materials and Supplies program administered by the Under Secretary of Defense for Acquisition, Technology and Logistics, a branch of the Office of the Secretary of Defense.
- Solid understanding of the following processes: property accountability, information of property value, equipment utilization, accounting depreciation data, serial number tracking, and property management.
- Must have bachelor degree or 5 years of military experience, 2 years in N-ERP.

Skills, Abilities & Traits

- Proficiency in Microsoft Office suite, especially Excel.
- High comfort level working with all military/organizational levels, clients, customers, suppliers and visitors.
- Ability to work within a team to produce results.
- Must be able to establish a professional rapport with all contract/project stakeholders.
- Highly reliable and capable of meeting work schedule consistently.
- Excellent verbal and written communication skills, as well as presentation skills.
- Skilled in defining problem areas and applying material management principles and concepts

Physical Demands & Expectations

- Position will require work in an office and warehouse setting.
- Regular physical activity to include walking, climbing stairs, bending, stooping, reaching, lifting (up to 25 pounds), and standing.
- Ability to speak, read, hear and write, with or without assistance.
- Ability to use phone and computer systems, copier, fax and other office equipment.
- Ability to travel 20% of the time.

Clearance

- Candidates selected will be subject to a security investigation and may need to meet eligibility requirement for access to classified information; Secret clearance is required.

This position description represents a summary of the major components and requirements of the outlined job. Other duties and responsibilities may be assigned or required as business needs dictate. Questions regarding this description should immediately be addressed to the department manager or to Human Resources.