



Position Title: Logistician
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 Logistician to join our team. The primary purpose of this position is to carry out the complete inventory and disposal operations relating to material and assets to include providing management control, oversight, coordination, and implementation of the Material Management. 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

- Possesses and utilizes knowledge of the policies, work procedures, methods, data information, and requirements of M&AM.
- Uses knowledge and understanding of NAVSEA standards, regulations, statutes, policies, and guidelines to assure compliance, safe working practices, prevention of damage to government property, and prevention of accidental injuries and mishaps.
- Experienced in selecting items to be issued, shipped, or transferred; conducting warehouse validations and inventories; performing warehouse inspection functions (i.e., shelf life, functional checks); and managing the staging area for delivery of items.
- Experienced in compiling reports, overall warehouse planning, documentation requirements, and accepted warehousing methods, procedures and techniques.
- Experienced in setting up and rotating storage locations considering factors such as life expectancy, available space, product turnover.
- Knowledgeable in automation systems in daily operations. Able to work as a team member to accomplish the mission assigned.
- Knowledgeable of various supply classes and distinguishing characteristics of similar classes. Able to identify materials and their condition

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, 5 years in MILSTRIP.

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.