

## **Material Specialist - Joint Expeditionary Base Little Creek, Virginia Beach, VA**

American CMG Services, Inc. is currently hiring for a potential opportunity to support the Naval Special Warfare Command (NSWC), NSWG4 Administrative and Support Services Contract to provide professional, administrative, and technical services in support of assigned missions.

### **Material Specialist duties include, but are not limited to:**

- Driving a government forklift with a range of 2-1/4 tons, 4K, and 6K weight loads. This is for the purposes of ensuring inventory configuration control and staging of materials.
- Assisting in maintaining inventory control and replenishment of NSW Craft's spare parts.
- Providing logistics support to Craft Operator Maintenance Support Teams (MST's) and NSW Craft detachment personnel in requesting and processing stock issues for craft maintenance/repairs.
- Assisting in maintaining inventory/configuration control and deployed replenishment of NSW Craft spare parts Detachment Deployment Packages including pre/post-deployment inventory with Craft MST/NSW Craft detachment personnel.
- Reviewing stock limits with Inventory Manager to determine adjustment levels. Closely monitoring high-volume critical spares to ensure adequate stock quantities are available during pre-deployment "surge" periods.
- Assisting in conducting material location audits to determine location validity, correcting location discrepancies through data input as required, and relocating and consolidating stock material as required. Updates various data records as required to indicate receipt, issue, and inventory adjustment utilizing an automated system.
- Communicating unresolved database discrepancies with the Inventory Manager.
- Inputting customer material requirements, issues stock material based on computer system generated automatic requests. Inputting final issue status to update computer-based inventories.
- Assisting with inventory of materials received from various supply sources. This includes validating quantities, stock/part numbers, unit of issue, and other descriptive data shown on invoice/receipt documentation with material received, and making draft reports to the Supply Officer. Segregating incoming material for various departments with local/deployed detachments.
- Packaging and preparing material and documentation for outgoing replenishment shipments to deployed detachments worldwide and for material turn-in to Defense Reutilization Marketing Office (DRMO).
- Assisting in maintaining official shipping/transfer document files in FY (Fiscal Year) sequence.
- Tracks inventory to ensure adequate levels of designated hurricane preparation/response kit material.
- Assisting in interfacing with NSWC Panama City to reconcile all outstanding/received material and validate all backordered items. Cross referencing material from Defense Message System (DMS) to system to verify correct receipt of material and update status as necessary.

### **Material Specialist Skill Set:**

- Significant analytical, organizational, coordination, and communication skills to effectively balance and schedule competing priorities.
- Shall ensure that readiness requirements and combatant craft detachment logistical issues are met.

- Substantial working knowledge of personal computer systems, Microsoft Office software programs, and AMHS to prep correspondence, PowerPoint slides, Excel spreadsheets, and military message traffic.
- Shall be able to complete and pass a written and practical examination(s) for a forklift license that will be issued by a U.S. Government Representative post-award. Each Personal Property Custodian shall be able to drive a government vehicle up to 2-1/4 tons, 4K, and 6K forklifts.

**Material Specialist Qualifications:**

- The incumbent of this position will be subject to a background investigation and will be required to maintain a Government granted security clearance. Shall have an active Secret Security Clearance.
- Shall have, at a minimum, five (5) years of supply-focused customer service experience including inventory control and receipt processing within the last 10 years.
- Shall have two (2) years of experience working with Knowledge of One Touch Support (<https://www.onetouch.navy.mil/>) online requisition tracking system.
- Shall have a valid state driver's license in the state they are working under this contract.
- Shall have, at a minimum, five (5) years of experience performing the same or substantially similar duties as an active-duty military member or as a civilian Material Specialist working for a U.S. military organization.
- Experience working with or for Naval Special Warfare will be evaluated more favorably and is desired, not required.

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