

**Job Title:** Shipping and Inventory Specialist

**Job Location:** Sterling, VA

**Employment Type:** Full-Time

**Job Description:** Logistics Specialists will monitor, inventory, and ensure proper allocation of resources is maintained to support customer activities. He or she check-out equipment, maintain inventory, and verify timely check-in of equipment. The Specialist will also be responsible for coordinating shipping logistics with project managers and loading and unloading shipments and transporting equipment between different locations. Logistics Specialists will be required to keep precise records of all commodities going in and out of company. They must also maintain the cleanliness, organization, and safety of all work spaces.

**Qualifications:**

- Ability to function in a fast paced, sometimes high-pressured environment, meeting the high expectations of customers
- Must be a self-starter
- Capable of lifting up to 55 pounds on a routine basis and May participate in group lifts of 50 pounds or more.
- Knowledge of Inventory Management tools
- Proficient with computers and Microsoft Office
- Previous warehouse and/or logistics experience preferred
- Minimum high school diploma or GED
- Experience using pallet jacks, electric pallet jacks and forklifts and various hand and power tools a plus

**Responsibilities:**

- Reads project schedules, customer events, shipping orders, or requisition to determine items to be moved, gathered, distributed, or crated.
- Sorts and places equipment or items on racks, pallets, or other storage system according to predetermined sequence such as size, type, style, color, or product code.
- Fills requisitions, work orders, or requests for materials, tools, or other items and distributes items to blue cloak team.
- Marks materials with identifying information (asset number)
- Uses computer to enter records into inventory control system

**Benefits:** Medical, dental & vision insurance PPO, 401K, cell phone reimbursement, federal Holidays and four-week vacation per year.

**Hiring Company Description:** We are a cybersecurity firm dedicated to helping clients secure their computing environments and meet applicable mandatory industry and government compliance requirements. By ensuring that personal identity, data, devices and premises are protected against security breaches. We have over 30 years of combined experience providing information solutions, engineering and analysis to the U.S. Intelligence Community, Department of Defense and Federal/Civilian Agencies.

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