

**Position:**     **Material Procurement Technician**

**\*\* PLEASE SEND RESUMES TO: [JOBS@MSCORP.NET](mailto:JOBS@MSCORP.NET) \*\***

**Location:**     Hampton, VA

**Job Status:**   Full-time

**Background:**

Marine Systems Corporation (MSCorp) is supporting a US Navy Program.

**Responsibilities & Duties:**

Monitor warehouse operations. Receive and track government requisitions and update databases. Find, identify and inventory material in warehouse. Receipt Inspection to technical requirements. Investigate material damage, deficiencies and communicate recommended solutions. Pick up and/or drop off small batch materials at local suppliers or warehouses. (Minor incidental function if needed to expedite progress.) Obtain and track requisition status from manufacturers/distributors.

Obtain quotes from manufacturers/distributors and process micro-purchases. Data entry in MRQT. Research in MRQT and MAT. Database queries, searches and manipulation with material requirements. Write and update material procurement descriptions and specifications. Research and identify NSN items and cross references in PUB LOG, FED LOG and FedMall. Implement our MRP II system (not quite ERP). Implement ISO 9001 QMS as basic operating procedure. Prepare procurement documents. Check and reconcile procurements requirements. General office functions as needed.

**Required Qualifications/Knowledge/Experience:**

- Navy Supply Petty Officer experience strongly preferred.
  - Experience with MRQT desired.
  - Shipyard Material Planner experience desirable.
  - Mechanically inclined with ability to identify, troubleshoot, document and resolve material defects.
  - Strong communication skills required.
  - Excellent computer skills as a user and with interest in programing and writing and working with database queries.
  - Reliable skills with document production, checking and follow-up on details.
  - Demonstrated knowledge of the Navy Supply System required.
  - Knowledge of Navy Habitability issues and materials desired.
  - Experience with an ISO 9001 Quality Management System desired.
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**Other:**

**Licenses/Certifications:** Please provide any licenses/certifications  
**Travel:** May be required  
**Citizenship:** Must be a U.S. Citizen  
**Clearance:** Must be eligible for a SECRET security clearance

**Benefits:**

**Health:** Medical, Dental, and Vision insurance  
**Leave:** Paid time off, holidays, bereavement  
**Financial:** 401K