

Position: Material Handling Technician

Location: Norfolk, VA

Job Status: Full-time

Background: Marine Systems Corporation (MSCorp) Supports a US Navy Program

Responsibilities & Duties:

Primary: Monitor warehouse operations. Receive and track government requisitions and update inventory 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.

Secondary: 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 ISO 9001 QMS as basic operating procedure. General office functions as needed.

Required Qualifications/Knowledge/Experience:

- Navy Supply Petty Officer experience strongly preferred
- Experience with MRQT system is desired
- Shipyard Material Planner experience is desired
- Mechanically inclined with ability to identify, troubleshoot, document, and resolve material defects is desired
- Strong communication skills are required
- Excellent computer skills as a user are desired
- Reliable skills with document production, checking, and follow-up on details is desired
- Demonstrated knowledge of the Navy Supply System is desired
- Knowledge of Navy Habitability issues and materials is desired
- Experience with an ISO 9001 Quality Management System is desired

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

Marine Systems Corporation is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, age, veteran or disability status.