



Logistics Coordinator/Procurement Assistant

Summary/Objective

The waterfront logistics coordinator/procurement assistant ensures that the Naval Surface Warfare Center Carderock Division Detachment Puget Waterfront Operations Research Development, Test and Evaluation Facility has a constant supply of materials and/or required equipment. Primarily an administrative capacity, doing tasks such as scheduling material purchases and deliveries and verifying current inventory. Work with vendors to schedule shipping and delivery times. Be present to receive any orders and verify that the correct items and amounts have been delivered. Store the material properly. Verify current inventory levels and keep records to prevent inventory gaps. Order new products when inventory is low. Review purchase orders for accuracy, completeness, and clarity before sending to Waterfront Team Lead for approval/signature.

This position is at the Naval Base Kitsap – Bangor in Silverdale, Washington.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Process purchase order requests.
2. Valuate vendors to meet material technical, cost, and shipping time requirements.
3. Generate purchase orders for approval.
4. Place orders for material or service support, track, receive or pick up.
5. Verify shipments against purchase orders and inspect upon arrival.
6. Prepare items for return to supplier when necessary.
7. Maintain record keeping system and manage documents including quotes, receipts, and completed PO's for accounts receivable.
8. Interact with accounts receivable and finance to track funding and purchase history.
9. Assists with maintenance and/or facility upkeep as directed by the Waterfront Team Lead.

Competencies

1. Communication Proficiency.
2. Thoroughness/Attention to Detail.
3. Time Management.
4. Customer/Client Focus.
5. Trailering and Forklift Operation.
6. Microsoft Office Suite, Excel.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a waterfront office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Operation of the facility's 1-ton pickup and fork truck is routinely required. Occasional support in all weather conditions of waterfront operations during crane and line-handling evolutions, along with general facility upkeep responsibilities is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Lifting of loads up to 40 pounds is routinely required.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are generally Monday through Friday, 6:00 a.m. to 3:00 p.m.

Travel

Local travel is occasionally required for material pickup.

Required Education and Experience

Minimum of three years of experience.

Preferred Education and Experience

High School Diploma.

Additional Eligibility Qualifications

Commercial Forklift Operator License or equivalent.

Work Authorization/Security Clearance (if applicable)

Eligibility to obtain/maintain a Secret DoD clearance.

AAP/EEO Statement

KMS Solutions provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.