



# MARSHALL COMMUNICATIONS

“We do more than satellite communications...”

**Consider yourself an out-of-the-box thinker who likes to wear many hats?  
Seeking a small company environment with BIG company benefits?  
Interested in a challenging and rewarding career?**

**If so, your opportunity is knocking! ...**

Headquartered in Ashburn, Virginia, Marshall Communications Corporation is proud to be a leader in secure broadband satellite and IP multimedia services. We specialize in delivering value-added, end-to-end integrated satellite based telecommunications systems. Our goal is to provide the highest quality products and services at the most competitive prices. Due to growth, we are seeking a highly motivated, self-initiative and experienced Supply Chain Specialist to join our talented team of professionals!

## **Supply Chain Specialist**

**This position requires data entry, analytical skill, and a polished communication style.**

### **Summary:**

You will be required to perform a variety of supply chain functions, such as products scheduling and tracking, materials requirement planning and tracking, managing inventory, logistics coordination and customer service. Activities and duties are related to maximizing product availability and reporting to a variety of customers. Additionally, this person is responsible for maintaining and populating internal and external equipment, parts and systems databases. Work under the supervision of the Operations Manager but will work with, assist and prepare reports for several Project Managers.

The following functions are key to the position:

- All aspects of Receiving and Shipping; both domestic and international
- All aspects of Inventory and Asset Control
- Perform all Logistics support duties on assigned Government contracts
- Direct customer contact and coordination
- Schedules supplies in accordance to customer forecast demand
- Purchases materials or pulls in customer supplied materials
- Assists in setting up part numbers, bill of materials and assembly routing instructions
- Investigates and resolves inventory availability and distribution related issues
- Reviews and reports inventory focusing on turn and fill rates as an indicator of performance
- Coordinates and Tracks all incoming and outgoing shipments from initial order to final delivery
- Create, track and maintain detailed records for all inventory and corporate assets
- Process all RMA product requests; and follows through
- Prepares repair service quotes for out of warranty repair requests
- Manage commercial courier relationships such as UPS, FedEx, etc
- Document all logistics records in the appropriate database

The following are secondary responsibilities:

- Responsible for data maintenance, updating of system records and reports for Supply Chain and Production
- Assists cost accounting by providing standard costs and communicates cost changes
- Monitors excess, obsolete and aged materials and manages disposition
- Process, track and enter UID data for newly procured items and Government Furnished Property (GFP) to the IUID Registry

- Identify Opportunities to improve product availability, customer service, and rationalize inventory offerings

**Qualifications:**

Ideal candidates must possess a high school diploma and at least 2-4 years relative work experience. Intermediate MS Office and MS Access skills are required. Bachelor's degree in supply chain management or business preferred. Applicants will have a preferred work history of four to seven years of supply chain experience; including purchasing and inventory with a technical Government contractor. U.S. Citizenship required. Applicant must possess U.S. Secret clearance or must be clearable.

Candidates should also be customer service oriented, work as an effective team member, have the ability to multi-task and possess excellent communication skills (both written and verbal).

**Benefits:**

We offer a competitive pay in addition to:

- Paid time off
- Medical, dental and vision benefits effective day one
- Future growth opportunities and movement within company
- Exciting, challenging and family-oriented work environment!

Our associates also enjoy an E.A.P. (Employee Assistance Program) through Optum Care 24—a free resource offering health information lines and additional work/life resources such as counseling, legal services, customized resources and referrals as well as practical information on hundreds of work/life topics at no cost.

EOE

**To Apply:**

<http://jobview.monster.com/Supply-Chain-Specialist-Job-Ashburn-VA-US-86655893.aspx>