



OMA/Inventory Specialist Summary of Position

BOSS/BQMI

Essential Duties & Responsibilities:

- Provides Asset Management support – conducts physical inventory of all GE assets on the Government's ERP records.
- Input all inventoried data on excel sheets - inventoried assets, fixed discrepancies, and location updates.
- Apply proper labels to assets.
- Upload signed inventory sheets to GE shared drive.
- Travel on and off base to various locations as outlined by schedule.
- Notify customer of any unmarked material located during inventory.
- Use the Government's ERP system to view, maintain and provide technical support for records - process requests for the acquisition, transfer, modification, and disposal of assets.
- Notify the customer of DD-200s needed on material.
- Provide customer support for material and assets management. Receive and prepare DD Form 1348's and 1149's using Electronic Turn In Documents before forwarding to customer.
- Receive, sort, and label excess equipment.
- Report missing material, suspicious theft, fraud, and misuse. Provide administrative and analytical support; make recommendations for the betterment of the program. Coordinate and attend meetings and create agendas.
- May develop training presentations and conduct training as needed. Perform scanning operations.
- Attach, clean, replace labels as needed. Inspect material and make recommendations.
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Essential Skills:

- Ability to get/maintain a Secret DOD Clearance.
- Ability to stand/walk for long periods of time.
- Must wear safety shoes and other PPE as required.

Experience/Education:

- High School
- 0-5 years of experience

Personality or self-management skills:

- Team player, focused, attention to detail.
- Work well with others; including coworkers and the government customer and other POCs.

To apply please submit a current resume and cover letter to:

Banner Quality Management Inc.



Human Resources
careers@bqmi.com

BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems. Proof of compliance with Federal Executive Order 14042 requiring Covid-19 vaccination is required.