



**Requisition No.:** 2024-LS-02

**Need Date:** Immediate

**Job Family:** Logistics Specialist- Mid Level

**Position Type:** Full Time Position

**Exempt/Non-Exempt Classification:** Exempt

**Security Clearance Requirement:** The candidate must be clearable to DoD Secret Level.

**Location:** *Non-Remote:* 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

**Education:**

Bachelor's Degree or equivalent work experience

**Experience Level:**

Mid Level with 3-6 years of experience.

**Travel:**

Local –Required annual travel less than 10%

**Overview:**

Sedna is seeking a proactive, full-time Government Property Specialist to work in our office in Manassas, Virginia. You will be responsible for Government and Sedna property management, secure lab asset property management, sub-contractor government property asset administration, experience and knowledge and conformance to Federal Acquisition Regulation (FAR) / Defense Acquisition Regulations (DFARS) property requirements and packing and shipping of equipment and systems to commercial, industry and Government sites. Programs are typically large, multi-year efforts divided into several sub-programs/tasks.

**Job Responsibilities:**

- Proactively handle property management (asset tagging and tracking, documentation updates with property details, disposition of materials and supports for contract closeout)
- Manage company and contract/program property (stockroom, lab, shipping and receiving equipment areas) disposition unused equipment and property per Sedna and Government Property policy and procedures
- Process routine inventory requests by validating receipt of goods and materials against requirements

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- Coordinate and perform property audits to ensure assets are properly accounted for and orchestrate the property inventory process; reconcile property discrepancies and assist in the retrieval of information from various databases to accurately track and inventory items
- Coordinate and/or perform audits of property policies and procedures to ensure that all required elements are adequately addressed in our policies and procedures and applicable forms are included and approved.
- Revise and/or develop new procedures to execute auditable and efficient Government Property Management
- Prepare property for shipment through commercial carriers or Government channels (pack and crate unclassified and classified property, coordinate shipment pickups with commercial carrier, drop off property at Government shipping drop off site, complete DD 1149 forms, etc.)

**Basic Qualifications:**

- Possess an active or ability to secure an active DoD Secret clearance
- In depth understanding and application of the DCMA Guidebook for Government Contract Property Administration
- Proactive work style and positive attitude
- Good verbal and written communication skills
- Prior experience interfacing with DCMA auditors and Government property custodians desired
- Ability to work with Government, customers, engineers, and stakeholders effectively
- Ability to adapt to changing work requirements and priorities
- Ability to demonstrate a high level of service delivery
- Ability to work with a team to facilitate/coordinate movement of palletized equipment
- At least 3-5 years of experience administering Government Furnished Property (GFE), Contractor Acquired Property (CAP), and Commercial Contract Material
- At least intermediate level experience using general office databases, Microsoft Office Suite, SharePoint, and related applications
- Thorough comprehension of logistics and inventory management methodology, policies, and procedures
- Experience using Deltek Costpoint Enterprise Reporting System highly desirable

Sedna is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.