



Location: Aberdeen, NC
Salary range: Competitive Based on Experience
Benefits: Medical, Dental, 401K, Paid vacation
Employment type: Full Time

Description: Vendor Account Coordinator – Tactical / Logistics

Why Quantico Tactical?

Quantico Tactical is the premier source for tactical apparel, gear and weapons for the military, federal agencies, the law enforcement/first responder community and the serious tactical enthusiast.

A high percentage of our employees are law enforcement and military veterans with experience in an expansive array of operational specialties. This also deeply affects our corporate culture in that we are an intensely mission-focused team of professionals that embrace the values of integrity, teamwork, accountability and unyielding dedication.

We are a market leader with the best team, unparalleled products, and procurement solutions for our industry. We offer a great opportunity to play a vital role in supporting the noble cause of our defense, federal, and law enforcement customers worldwide in a dynamically growing organization.

Quantico Tactical has multiple openings for an entry level **Vendor Account Coordinator** to join our Government Operations Team. The position serves as a point of contact for all program operations for Quantico Tactical in response to the Defense Logistics Agency (DLA) Special Operational Equipment Tailored Logistics Support Program (TLS).

Successful candidates will have no shortage of advancement opportunities.

Duties:

- Process assigned requests for quotes (RFQs) which includes: research, assembly of quote data, communication with suppliers and analysis
- Maintain quote tracker and communicate with others to obtain, clarify, and/or give facts and information relating to DLA requests
- Establishes a working relationship with new vendors to enhance the TLS Program
- Provide follow-up on all RFQs nearing submission deadline
- Analyzes quotes and other data to determine fair and reasonable cost and eligibility within scope of contract
- Verify that compliance and documentation is on file for all equipment, as required

Skills / Knowledge:

- Must demonstrate strong interpersonal, speaking and writing skills
- Must be able to effectively communicate information to all levels of the organization
- Must be highly organized and detail oriented
- A knack for negotiation and networking

Qualifications:

- 3+ Years experience in Microsoft Office environment with emphasis on Excel

- 1+ Years of customer service
- Successful completion of Background Check
- Military experience, or government procurement experience a plus

Only those candidates offered interviews will be contacted.

We are proud to be an Equal Opportunity Employer
Quantico Tactical is a Service Disabled Veteran Owned Small Business
Please visit our website at: www.QUANTICOTACTICAL.com
Facebook: <https://www.facebook.com/Quantico-Tactical-121240781282532/timeline/>