



Location: Aberdeen, NC
Compensation: Base Plus Commission
Benefits: Medical, Dental, Vision, 401K, Paid Vacation
Employment Type: Full Time
Department: Government Operations

Position: Government Account Coordinator

Why Quantico Tactical?

Quantico Tactical is the premier source for operational equipment for the military and federal agencies. Additionally, we are one of only twelve [Gold Superior Suppliers](#) to the Defense Logistics Agency (DLA) for 2017 and the largest North Carolina based Federal contractor. Because of our success and continued growth, these are immediate hire positions and a great opportunity to become a member of our team.

A high percentage of our employees are 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 military and federal customers worldwide in a dynamically growing organization.

Quantico Tactical is seeking **Government Account Coordinators** in our corporate office. You will work from our corporate headquarters and be partnered with an outside Government Account Manager. You will be their main point of contact at HQ and fully support them in their mission to provide operational solutions to military and federal customers. You are the glue that makes things work! Ideal Quantico Tactical candidates are committed, enthusiastic and have prior government procurement experience. We are looking for team members who want to grow with us and who desire a long term career.

This position is located from our corporate HQ in Aberdeen, NC and cannot be done remotely.

Successful candidates will have no shortage of advancement opportunities.

Duties:

- Partner with Account Managers to identify customer needs
- Creatively address those needs and become a solutions provider
- Build relationships with both customers and vendors
- Research and source equipment while also negotiating best pricing and delivery
- Provide exceptional customer service to government purchasers; both military and federal
- Follow-up where necessary to ensure proper delivery of orders and customer satisfaction
- Effectively communicate via phone, email and in group meetings in an effortless manner with customers, vendors, peers and management
- Understand contract/funding methods and assist customers in their most effective use
- Prepare equipment requests and pricing information

Qualifications:

- Must have an interest in operational equipment and be able to converse intelligently with end users regarding their use. Experience with DOD operational equipment and/or procurement is a plus.
- Successful candidates have the ability to juggle many balls while remaining insanely organized
- Must be a competitive, challenge-oriented self-starter
- Must be process and procedure driven with ability to meet deadlines
- Successful candidates have the ability to operate across multiple computer screens and programs simultaneously
- Only detail oriented people will succeed. The ability to navigate, understand and question the contents of large dollar government contracts is a must.
- **Prior military or government experience is required; specifically in procurement**
- 2 years of customer service experience
- 2 years of office experience with Microsoft Office Suite, especially Outlook and Excel
- Ability to talk on the phone and type proficiently for 8 hours per day. Hours are 8-5 but additional hours could be necessary. Travel is rare.
- Successful completion of a drug screening test

A cover letter with your resume is highly encouraged.

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 ETHICAL Small Business

QuanticoTactical.com

