



**Location:** Aberdeen, NC  
**Compensation:** Competitive + Performance Based Bonus  
**Benefits:** Medical, Dental, Vision, 401K, Paid Vacation  
**Employment Type:** Full Time

**Description: Program Analyst**

**Why Quantico Tactical?**

Quantico Tactical is the premier source for operational equipment for the military and federal agencies. Because of our success and continued growth, we are expanding our contracts division and need to hire additional **Program Analysts**.

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.

As a **Program Analyst**, you will respond to a high volume of quote requests for special operational equipment or fire & emergency services. During this process, you will build professional vendor relationships and negotiate the best price, terms and delivery options for the goods being offered. The ability to effectively communicate the resulting data is essential.

This opportunity is located in our Corporate Headquarters in Aberdeen, NC and is not a remote position.

This is an entry level position and successful candidates will have no shortage of advancement opportunities.

**Duties:**

- Evaluate government quote requests to determine if they are within scope of the contract
- Negotiate the best price, terms and delivery options for the goods being offered
- Track requisitions from time of request until time of order by utilizing spreadsheets, databases and status reports.
- Report key metrics in order to reduce expenses and improve effectiveness
- Evaluate shipping logistics for requisitions in a short time period
- Assess, manage and mitigate risks for all aspects of the procurement
- Network, partner and negotiate with reliable suppliers and maintain positive vendor relations
- Accurately interpret supplier quotes, including terms and delivery schedules
- Hours are 8-5 but additional hours could be necessary during peak times. No travel.

**Skills / Knowledge:**

- Extremely detail oriented
- Ability to gather and analyze data
- Financial skills
- Working knowledge of the Federal Acquisition Regulation (FAR), Berry Amendment, Buy American Act and government procurement
- Interest in market dynamics along with business sense
- Supply chain management, logistics or relevant field is a plus
- Must be process and procedure driven with ability to meet deadlines
- Ability to work successfully in a team environment while managing multiple tasks
- Solid judgment and decision making skills
- Negotiation skills

**Qualifications:**

- **Bachelor's degree is required**, however, prior experience may be considered
- 2+ Years of customer service
- 3+ years of office experience with Microsoft Office Suite with emphasis on Excel
- Successful completion of a drug screening test

***A cover letter with your resume is highly encouraged.***

***If you do not live in the Aberdeen, NC area but are in the process of relocating here, please specify that when applying.***

***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](http://QuanticoTactical.com)

