Position: **Program Analyst**
Compensation: Competitive Based on Experience
Benefits: Medical, Dental, Vision, 401K, Paid Vacation
Employment Type: Full Time Hourly, Weekdays 8-5
Location: Aberdeen, NC (**Not Remote**)

About Quantico Tactical
Join a mission-focused team dedicated to providing premier operational equipment to military and federal agencies worldwide. Founded and staffed by many veterans, we carry the core values of integrity, accountability, and unyielding dedication into everything we do. We offer a dynamic, fast-paced environment where your daily efforts directly support those serving on the front lines.

Role Overview
As a **Program Analyst**, you will manage a high volume of quote requests for Special Operational and Fire & Emergency Services Equipment under the Defense Logistics Agency (DLA) Tailored Logistics Support (TLS) Program. In this role, you will cultivate strong vendor relationships, vet supplier responses for compliance, and analyze complex delivery logistics to ensure optimal sourcing solutions.

We are seeking a detail-oriented, analytical communicator with strong problem-solving skills who is eager to grow with us. If you are a committed, enthusiastic individual looking to build a rewarding, long-term career, this position offers an excellent entry point for advancement.

Key Responsibilities

- **Contract Compliance**: Evaluate government quote requests to ensure they align strictly with contract scope and guidelines.
- **Strategic Sourcing & Negotiation**: Source, negotiate, and partner with reliable suppliers to secure the best pricing, terms, and delivery options.
- **Vendor Management**: Maintain and cultivate positive, long-term relationships with key vendor partners.
- **Risk & Quote Analysis**: Accurately interpret supplier quotes, assess terms, and proactively mitigate procurement risks.
- **Data & Order Management**: Perform high-level order management, ensuring accuracy across multi-layered data entry systems.
- **End-to-End Execution**: Oversee the fulfillment process from follow-up to final delivery to ensure total customer satisfaction.
- **Performance Tracking**: Report on key operational metrics to identify cost-saving opportunities and improve overall efficiency.

Skills & Qualifications

- **Education**: Bachelor's or Associate degree (relevant experience will be considered).
- **Customer Service Experience**: 3+ years of experience in customer service, account management, or client-facing roles.
- **Technical Proficiency**: 5+ years of experience working in a Microsoft Office environment, with an advanced emphasis on Microsoft Excel**.**
- **Multitasking & System Literacy**: Proven ability to navigate multiple computer screens, software programs, and data systems simultaneously in a fast-paced environment.
- **Communication & Relationship Building**: Outgoing communication style with impeccable written and verbal skills to cultivate strong vendor relationships via phone and email.
- **Analytical & Mathematical Aptitude**: Strong analytical, mathematical, and decision-making skills to evaluate quotes and assess logistics.
- **Work Style**: Process- and procedure-driven self-starter who operates with a sense of urgency and a desire for continuous professional growth.

- **Government Procurement (Preferred)**: Previous experience with federal procurement processes or defense logistics is a plus.
- **Compliance Requirement**: Must be able to successfully pass a background check and drug screening test.

Application Instructions
A cover letter with your resume is strongly recommended. **Please note:** If you do not currently live in the Aberdeen, NC area but are planning to relocate, you must provide specific relocation details in your cover letter to be considered for this role.

Quantico Tactical is a Service-Disabled Veteran-Owned Small Business
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