

Boat Division Personal Property Custodian Lvl III — Virginia Beach, Virginia

****Position Type:**** Full-time, contingent upon U.S. Government contract award and funding.

****Location:**** Virginia Beach, Virginia.

****Anticipated Start Date:**** 8 Sept 2026.

****Period of Performance:**** Base period plus four one-year option periods, for up to five one-year periods of employment, subject to contract continuation.

****Compensation:** Negotiable** Salary commensurate with skills and experience.

Duties: Process requests, maintain records and manage the issue, turn-in, gain and loss of capital assets, minor property and operational consumables (OPCON) assigned to Boat Division. Conducts monthly inventories, bi-annual inventories and annual inventories of gear managed in SWALIS/DPAS by NSWG-2 N4.

Investigates and process paperwork for missing, lost, stolen, or damaged property.

Generate and submit weekly and monthly reports to Command Leadership, NSWG 2 and WARCOM.

Obtain quotes and submit purchase requests for the purchase of operational parts and supplies

****Minimum Qualifications****

1. Minimum of three years' inventory management experience within NSW.
2. Maintain forklift license up to 10,000lb capacity.
3. Must meet the requirements to obtain and check out government vehicles / CESE for use in their official duties.
4. Minimum SECRET security clearance.
5. Possess a valid state driver's license.
- 6.

****Preferred Qualifications****

- Experience supporting Navy, NSW, NSWC, or other maritime government activities.

1. Be able to operate a Personal Computer (PC) with common/standard business software programs.
2. Be proficient in Microsoft Office applications to include Word, Outlook, Excel, PowerPoint and SharePoint.

3. Shall complete and maintain training and certifications requirements for network access.
4. Be able to communicate clearly and effectively with others, both verbally and in writing.
5. Enter data into multiple databases accurately.

Employment conditions

Employment is contingent upon contract award, funding availability, customer approval where applicable, and the candidate's ability to satisfy all position and site access requirements. These position descriptions are intended to describe the general nature of the work and minimum standards for consideration and may be refined to align with final contract requirements and company hiring practices.

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