**IT Warehouse/Inventory Support Specialist (2 positions)**

**Location: Portsmouth, Virginia**

EM Key Solutions Inc, a proven Government Contractor, is seeking a unique, self-motivated, and influential individual to support our Government client.

**Essential Functions and Job Responsibilities:**

The Warehouse Specialist’s work involves but is not limited to the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials. Coordinates warehousing, fulfillment, or inventory management-related activities. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained.

The Warehouse Specialist will have the following areas of responsibility:

* Responsible for entering equipment information and maintaining data systems for all NMCP computer assets on a daily basis, approximately 8 hours per day.
* Organizing and maintaining a storage area.
* Testing the operational capability of the computers
* Erasing hard drives.
* Preparing certification paperwork for the hard drive necessary for disposal.
* Data entry into the asset tracking database.
* Lifting and moving computer equipment (up to 40 lbs.) within the warehouse; including placing and retrieving from storage shelves.
* Responsible for receiving and issuing computer equipment from the storage area. This includes issuing/receiving the transfer paperwork and updating the information in the asset tracking database.
* Inventory management.

**Minimum Requirements:**

* High School Diploma
* Three years combined experience directly related to any of the following:
  + Inventory control including clerical work in support of establishing and maintaining the configuration record of items.
  + Asset management.
* Must be able to lift and move computer equipment (up to 40 lbs.) within the warehouse; including placing and retrieving from storage shelves.
* A combination of such tasks as assembling, distributing, and controlling computer hardware/software.
* PC maintenance.
* Proficient in utilizing Microsoft Word and Microsoft Excel to create reports and inventory information.
* U.S. Citizenship is required as is successfully passing a thorough Government background screening requiring the completion of detailed forms and fingerprinting

**Additional Desired Qualifications:**

* College education or degree.

EM Key Solutions provides our customers with value-added management consulting and information technology services that consistently deliver success. From Systems Lifecycle Support and Healthcare IT Solutions to Network and Desktop Solutions and e-Business, EMKS is focused on making our clients’ businesses run smoother and better. With a highly trained technical staff, we apply state-of-the-art information technologies, the industry's most advanced methodologies, and broad-based support services to clients in U.S. Government agencies and the commercial sector.

**EMKS is an Equal Opportunity Employer.**  
**All qualified candidates are encouraged to apply, including:**  
**Minorities, Women, Individuals with Disabilities, and Protected Veterans.**