



**Position Title:** Compliance and Fulfillment Manager  
**Immediate Supervisor:** Director, Parasense, Inc.  
**Department:** Compliance and Fulfillment  
**Location:** Stanardsville, VA  
**FLSA Status:** Salaried Exempt

#### **Brief Summary of Position Purpose:**

Manage the Compliance and Fulfillment functions for the business with a focus on Military Contracts. Oversee the order fulfillment process; from order tracking to ensure orders are processed in accordance with the organization's customer service standards. Ensure adequate inventory levels are maintained to satisfy customer requirements. Responsible for overall development, implementation, and maintenance of the organization's Compliance and Fulfillment Processes under the Quality Management System (QMS). Ensures company policies and rules are in line with regulatory and ethical standards. Conduct audits, training and make recommendations to keep company in compliance with regulations and government contract requirements.

#### **Essential Functions:**

- Provide oversight on government contracting to ensure compliance with all relevant laws, regulations, FARS & DFARS.
- Institute, maintain and administer an effective compliance communication program with an annual Code of Conduct and Ethics Training in accordance with Legal Counsel provided presentational material.
- Act as an independent Government Compliance Officer providing guidance, support and collaboration to Parasense employees and direct compliance issues to appropriate existing channels for investigation and resolution.
- Manage and supervise warehouse employees, product, repair, inventory and material flow requirements in an ISO environment; including processing of inventory transactions, lifecycle and coordinating RMAs with suppliers / customers.
- Coordinate with Finance to Implement cycle counting of inventory, responsible for maintaining the accuracy of the on-hand inventory count in accordance with QMS standards.
- Excellent written and verbal communications to top management within the global organizational matrix on the KPI performance of department and continue to develop / enhance the KPIs to achieve common goals and for Continual Improvement of the Department and Company.
- Responsible for Purchase Order placement with approved Vendors and assisting with Vendor rating for QMS compliance.
- Responsible for facility management, stock room, material storage and handling areas for all products and the implementation of a safe working environment.
- Provide cross functional departmental support to facilitate effective Technician Scheduling.
- Continuing growth and opportunities available within a global matrix organization
- Other duties as assigned

#### **Education/Training/Certifications:**

- Bachelor's Degree (Directly related experience may be substituted on a year for year basis)

**Experience:**

- Minimum 5 years' experience in Fulfillment, Distribution or Supply Chain management.
- Familiarity with US Government Contracting.
- Problem solving experience with ability to make recommendations and/or resolve issues.

**Required Skill Sets: (e.g., computer skills, communications, math, etc.)**

- Experience with military contracts and ISO requirements.
- Computer skills (Outlook, MS Excel, Word, PowerPoint, CRM).
- Familiarity with ERP, WAWF, CAV and other Government processes beneficial.
- Mil-Standard Packaging experience beneficial.
- Excellent communication and presentation skills – written, verbal, relaying information.
- Ability to prioritize multiple tasks, meet required timelines and work in a team environment.
- Ability to conduct effective scheduling of people, product and resources.
- Adhere to all company and safety policies.
- Ability to safeguard confidential information.

**Physical Demands: (e.g., lifting, travel, etc.)**

- Position requires concentration, accuracy, and focused mental effort.
- Typically works in an office environment, occasionally in a warehouse environment
- Occasionally may push or pull up to 20 pounds and lift or carry up to 50 pounds.
- May travel as business needs require.

Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

AA/EEO/M/F/D/V