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Visit us on the web: www.jlmiva.com

JOB TITLE:	Administrative Operations SME	JOB LOCATION:	Moffett, CA
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Must possess a 3 -7 years of experience in the discipline they provide support, to include the following functional areas: Logistics, Drivers certification, Maintenance Scheduling• Knowledgeable in the Microsoft Office (e.g., Excel, Word, PowerPoint, etc.)• Good working knowledge in the Government's TCMAXX inventory system• Understanding of the needs of the organization serviced• Analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.• Must be able to travel• Fluency in the English Language• Excellent communication and interpersonal skills• Must be able to obtain a SECRET Clearance and/or CAC			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Maintaining electronic inventory of all unit equipment• General administrative and clerical support for 131 RQS offices• Travel requirements 2-3 days per quarters anywhere in the 50 States and territories			
SALARY/BENEFITS:			
Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.			
JLMI is an equal employment opportunity employer EOE/M/F/D/V			
CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			