



PO Box 271  
 Prince George, VA 23875  
 Phone: (804) 733-0933  
 Fax: (804) 733-0935  
 5840 Allin Road, Suite B  
 Visit us on the web: [www.jlmiva.com](http://www.jlmiva.com)

<b>JOB TITLE:</b>	<i>Logistics Analyst</i>	<b>JOB LOCATION:</b>	Prince George, VA
<b>STATUS:</b>	Exempt, Salaried	<b>CLASSIFICATION:</b>	Full-time
<b>POSITION REQUIREMENTS:</b>			
<ul style="list-style-type: none"> <li>• Should have working knowledge and experience in joint logistics across the Armed Services (Army, Air Force, Navy, and the Marines) to include logistics systems as it applies to a particular service.</li> <li>• Should have working knowledge of Army logistics from tactical to sustainment level across the logistics branches of the Army (Ordnance, Quartermaster, Transportation, and other CSS proponents).</li> <li>• Must have a minimum of 4 years of supervising and managing personnel.</li> <li>• Must possess a minimum of an undergraduate degree in Business or a related field.</li> <li>• Must be able to travel (to attend conferences, training, workshops, and other events as required to maintain proficiency in fulfilling the responsibilities of the position).</li> <li>• Must be able to work well in a team environment as well independently.</li> <li>• Must be able to interact with all levels of the organization.</li> <li>• Must be able to multitask efficiently and effectively.</li> <li>• Must have strong analytical, written, and oral communication skills.</li> <li>• Must be proficient in using Microsoft Office programs (Word, PowerPoint, Excel, etc.)</li> </ul>			
<b>POSITION RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• Responsible for managing projects and resources required to complete tasks in accordance with (IAW) the contractual guidance established in the execution of JLMI contract and subcontracts.</li> <li>• Applies knowledge, understanding, and experience of logistics from tactical to sustainment levels across the DoD and advises senior management on current status, new changes or trends.</li> <li>• Supports the Capture Manager or Proposal Manager when responding to a solicitation or Sources Sought, as designated by senior management.</li> <li>• Writes proposals and participates in Proposal Black Hats, Pink Team, Red Team, and Gold Team reviews.</li> <li>• Participates in JLMI weekly Senior Staff Meetings and other meeting as required by senior management.</li> <li>• Attends meetings, conferences, workshops, and other events, as required to represent JLMI.</li> <li>• Responsible for reviewing contracts from a functional perspective and disseminating pertinent information to the workforce.</li> <li>• Actively pursues business development opportunities to enhance JLMI's growth.</li> <li>• Additional duties may be assigned, when the mission of JLMI dictates.</li> </ul>			