

<b>JOB TITLE:</b>	<b>On-Site Contract Coordinator (OCC)</b>	<b>JOB LOCATION:</b>	Camp Pendleton, CA
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**Experience, Knowledge, Skills and Abilities Required:**

- Supervisory experience in leading a team of up to 40 or more personnel
- Read, write, and speak English fluently
- Experience with a 44 Passenger Bus
- Able to drive up to 250 miles
- Capable of lifting up to 40 pounds
- 3 axle Truck Capable to pull numerous types of trailers
- 2 axle 24ft long dry box
- Trailer/Truck Mounted Forklifts (4k mounted/10k tow behind)
- Ability to obtain SECRET Clearance, if required

**POSITION RESPONSIBILITIES:**

- Reports directly to the Project Manager for Logistics Support Services, Camp Pendleton, CA
- Performs as the Transportation and Supply Team Supervisor with full supervisory responsibility for managing workload and a team of up to 40 or more personnel.
- Provides counseling, performance reviews/appraisals, disciplinary actions, and approves leave requests for subordinate team members
- Schedules employees to accommodate shift requirements
- Provides back up support to team members as required
- Ensures drivers meet all unscheduled deliveries are completed within requirements of the contract, e.g., pickups/deliveries are completed within time standards, vehicles are prepped and ready, receipt documents are delivered to designated representative, etc.
- Ensures drivers meet all scheduled pick-up/delivery of property within requirements of the contract, e.g., pickups/deliveries are completed within time standards, vehicles are prepped and ready, receipt documents are delivered to designated representative, etc.
- Develops and ensures all reporting requirements are met and compliant with contractual specifications
- Provides Government vehicle/equipment licensing training, testing, and processing for licensing requirements
- Performs other duties as determined by the Project Manager

**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](mailto: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](http://www.jlmiva.com)).**

