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JOB TITLE:	Personal Property Program Technician	JOB LOCATION:	Kings Bay, GA
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Must have a minimum of two years of successful professional experience in one or more of the following areas: Property Management, Supply, Logistics, Warehouse Management, and/or Inventory Management. Experience may be in the civilian sector, but Federal government experience in this area is preferred.• A working knowledge/understanding of the DON property systems, programs, policies, nomenclature, work methods, instructions, or other established guidelines• Analytical ability to define or recognize the dimension, scope of work involved, to compile data from multiple sources, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines• Must have barcoding experience to include designing and printing barcode labels using the palm-style barcode scanning equipment• Must have inventory experience to include performing physical inventories, follow-up reporting, identifying trends/problems, and providing recommendations for corrective actions• Must have computer experience using Microsoft Office Applications, including Excel, Word, Project, Power Point, and substantial working knowledge of SharePoint• Must complete assignments accurately and in a timely manner on or ahead of scheduled due dates• Must be able to communicate orally and in writing, utilizing a high degree of tact and diplomacy, and possess strong interpersonal skills to effectively discuss Navy Property Management matters with government employees, contractors, and military personnel of all levels• Must possess and maintain a SECRET security clearance			
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).			