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Visit us on the web: www.jlmiva.com

JOB TITLE:	Assistant Contract Manager	JOB LOCATION:	FT Knox, KY
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Possess at least five years of successful military experience in planning, preparing, and executing military operations• Possess a thorough knowledge and experience of the Army organizational structure, mission objectives, functions, procedures, agency regulations, and policy pertaining to the Department of the Army• Possess the knowledge and skills required to plan, control, manage, and successfully complete the work• Basic knowledge of computer equipment and the assigned area of system software• Must be able to obtain and maintain a Secret Clearance and/or Common Access Card (CAC)			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Provide supervision for the Contractor employees to include but not limited to, planning and managing the contract professionally; coaching and mentoring supervisors and leads• Ensure that work is scheduled properly to obtain maximum use of resources• Ensure that accurate and timely reports are provided• Effective supervision to prevent inefficient or wasteful methods in the performance of services ordered• Execute cost saving factors and quality controls to ensure work is performed as scheduled and at a fair and reasonable cost			
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).			