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Visit us on the web: www.jlmiva.com

JOB TITLE:	Business Administrator	JOB LOCATION:	Detroit Arsenal, MI
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Must have a minimum of seven (7) years of experience in business operations• Must have comprehensive knowledge of applicable Government financial systems• Must be able to obtain and maintain DoD CAC Card			
Position Responsibilities:			
<ul style="list-style-type: none">• Responsible for developing, reviewing, and implementing budgets• Prepare and coordinate purchase request and invoices• Monitors contract performance• Ensure the department complies with applicable laws and regulations			
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).			