



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

<b>JOB TITLE:</b>	Logistics Manager	<b>JOB LOCATION:</b>	Charleston, WV
<b>Experience, Knowledge, Skills and Abilities Required:</b>			
<ul style="list-style-type: none"> <li>• Must have at a minimum 3 years of experience in Supply governing supply systems, programs, and policies</li> <li>• Possess general knowledge of Global Combat Support System-Army (GCSS-A)</li> <li>• Possess knowledge of a broad range of supply program relationships in order to conduct studies, reviews, and investigations</li> <li>• Must be able to work in a team environment including working in hot, dusty, windy areas</li> <li>• Applicants should have good interpersonal skills permitting productive interaction with technical and non-technical professionals</li> <li>• Applicants must be able to communicate effectively in English, both verbally and in writing</li> <li>• U.S. citizenship is required</li> </ul>			
<b>POSITION RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities</li> <li>• Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment</li> <li>• Evaluate Units property books through researching the following: hand receipts, adjustment documents, all accountable records, and other property accountability document issues for the PBO</li> <li>• Provide technical support for property accountability to include customer assistance, answering questions on property related issues, and resolving discrepancies on a day-by-day basis</li> <li>• Generate and submit reports on equipment status, including but not limited to, delinquent hand receipt holders, and delinquent inventories, issues, receipts and turn-ins</li> <li>• Verify and process customer receipts for supplies and equipment IAW DA PAM 710-2-1 Chapter 5 and 6.2.1.10 Maintain suspense document file for all transactions within the property section</li> <li>• Perform Monthly Due-In Reconciliation. This includes but is not limited to: pulling hand receipts, checking purchases made through Government Contracts and/or Government Purchase Card transactions, checking any due out items, running excess reports, and check property book alignments.</li> <li>• Track automation equipment issued to deploying units</li> <li>• Process requests for non-standard stock number, or stock numbers for which no authority exists, which have been approved by the Government</li> <li>• Assist in maintaining a clean and orderly work area</li> </ul>			
<b>SALARY/BENEFITS:</b>			
<p>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.</p> <p style="text-align: center;"><b>JLMI is an equal employment opportunity employer          EOE/M/F/D/V</b></p>			



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<b>CONTACT INFORMATION:</b>			
Please Submit Resumes to <a href="mailto:Recruiting@JLMIVA.COM">Recruiting@JLMIVA.COM</a> ; <b>POC:</b> Janet Castrinos; <b>Phone:</b> (804)733-0933; <b>Fax:</b> (804)733-0935. If you wish to learn more about JLMI, visit our website at ( <a href="http://www.jlmiva.com">www.jlmiva.com</a> ).			