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JOB TITLE:	Program Coordinator	JOB LOCATION:	Charleston, WV
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Must possess five years' experience as a program coordinator or similar position and have at least 2 years supervisory experience• Possess minimum of two (2) years of experience in GCSS-Army• Must be able to work in a team environment• Applicants should have good interpersonal skills permitting productive interaction with technical and non-technical professionals• Applicants must be able to communicate effectively in English, both verbally and in writing• U.S. citizenship is required			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Provide technical support to the WV Army National Guard by tracking expenditures/transactions of assigned programs, identify visibility problems within the program and determine required corrective action and provide information to the director on the findings of evaluations, reports, reconciliations, and summaries• Run and review daily reports pertained to the program within the organization, view and download supporting document attachments from Army system of record to support filing system• Provide technical support for coordination of program activities with inter-related activities of other programs to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications• Be available to provide customer assistance, answering questions on program related issues, and resolving discrepancies on a day by day basis			
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).			