

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

JOB TITLE: Project Manager

JOB LOCATION: Camp Arifjan, Kuwait

Experience, Knowledge, Skills and Abilities Required:

- Must have a bachelor's degree from an accredited College or University in Business Management, Computer Science or related field or no degree and four years' experience with DoD Supply Management and Logistics Automation
- Two years' experience within and DoD service as a Battalion or Brigade S4 or equivalent and two years
 of experience within DoD service as a Company, or platoon leader/commander, higher or equivalent is
 recommended
- Possess minimum of two (2) years of experience in GCSS-Army
- Experience or familiarity with other Army Logistics Information System
- Operating system certification
- Proven working knowledge of the governing logistic system, programs, policies, work methods, manuals, or other established guidelines
- Must have or obtain Comp TIA A+ or and/or Comp TIA Security+

ESSENTIAL FUNCTIONS

- Must be a US Citizen or permanent US Resident
- Must be able to obtain and maintain a valid US passport
- Must be able to obtain and maintain a Secret Clearance and/or Common Access Card (CAC)
- Must be possess a valid US driver's license with clean driving record
- Position may require standing or sitting for long periods of time and working at a computer
- Position requires medical and physical qualifications and suitability to deploy be maintained.
- Position requires regular and sometimes frequent travel throughout CENTCOM AOR
- Ability to lift up to 50 pounds from time to time

POSITION RESPONSIBILITIES:

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- Assist in supervising automated information processing units, installations, and activities.
- Advisor to the commander and staff on automation policy and technical matters.
- Manages computer systems and provides automation expertise at all command organizational levels to include combined, joint, and service agencies.
- Translates mission needs into computer systems requirements and helps to define functional requirements.
- Maintains awareness of advances in computer systems capabilities.
- Performs economic analysis and plans, programs, and budgets for automation resource requirements (equipment, people, and facilities).
- Develops and implements procedures for the local procurement, storage, and distribution control of commercial computer system products.
- Manages automation resources, maintenance programs, and logistics support.
- Establishes procedures for effective and efficient use of computer systems resources.
- Develops, implements, and manages data base management systems and local area networks.
- Establishes priorities for computer systems, goals, and objectives at various levels.
- Writes and maintains accreditation plans for computer systems.
- Develops and manages security procedures.
- Develops and conducts customer education programs.
- Develops and coordinates procedures for contingency operation during system emergencies, outages and degraded operations, or downtime for maintenance.

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 (<u>www.jlmiva.com</u>).