



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:	Training Specialist	JOB LOCATION:	Huntsville, AL
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• 5 years of relevant experience• Bachelor's Degree or Associates Degree plus 5 years total relevant experience• Experience supporting training projects and development of training materials• Applicants must be able to communicate effectively in English, both verbally and in writing.• U.S. citizenship is required• Must be able to pass a background check.• Obtain and maintain a DoD CAC card and/or SECRET clearance			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Supports the planning, coordination, and execution of training programs• Supports training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products• Supports the development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets, and functional hands-on training exercises			
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).			