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<b>JOB TITLE:</b>	Transportation Coordinator	<b>JOB LOCATION:</b>	FT Bragg, NC; Orlando, FL
<b>Experience, Knowledge, Skills and Abilities Required:</b>			
<ul style="list-style-type: none"><li>• Minimum of 5 years' experience providing transportation movement between stations. Coordinate and expedite flow of equipment with and between units, agencies, depots, and departments.</li><li>• Highly skilled in verbal and written communications to conduct meetings, execute plans, and prepare reports, plans, and memorandums of instruction.</li><li>• Excellent communication and interpersonal skills</li><li>• Knowledge Microsoft Office (e.g., Excel, Word, PowerPoint, etc.)</li><li>• SECRET Clearance</li></ul>			
<b>POSITION RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"><li>• Provide technical expertise in transportation entitlements under various types of cargo movements.</li><li>• Assist with scheduled shipments and process shipping and storage documents.</li><li>• Conduct briefings and assistance on the preparation of documents, receipts, and billings under various transportation modes.</li><li>• Assist with the scheduling and identification of the appropriate modes such as servicing, packing, crating, etc.</li><li>• Assist with the scheduling of pick up and deliveries to meet timelines and dates.</li><li>• Assist the units with the FFAST Second Destination Forms as required.</li></ul>			
<b>SALARY/BENEFITS:</b>			
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.			
<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> ).			