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Visit us on the web: www.jlmiva.com

JOB TITLE:	Labor Services Supervisor	JOB LOCATION:	Washington DC Metro Area
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Minimum 5 years of experience supervising operations of similar size, scope, and complexity to this contract. This experience should include overseeing facilities operations. Minimum of 3 years of experience supervising personnel.• Minimum of 3 years of experience using electronic messaging media/e-mail, asset management software, and MS Office and Excel.• Skill in creating and managing property records using this software, including the ability to save records securely, create PDF documents, and store and manage electronic records, is required.• Ability to obtain and keep a CAC			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Maintain active credentials and/or licensures in area of expertise/profession• Basic knowledge of computer equipment and the assigned area of system software			
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).			