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 Visit us on the web: www.jlmiva.com

JOB TITLE:	Project Manager	JOB LOCATION:	Washington DC Metro Area
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none"> • Minimum of 7 years of experience managing/supervising large complex organizations/departments to include 5 years of supervising personnel and overseeing facilities operations, warehouse, receiving, and mail service operations similar in size scope, and complexity to this requirement. • Minimum of 3 years of experience using electronic messaging media/e-mail, asset management software • Minimum of 3 years of experience managing multiple projects concurrently, directing teams and coordinating with the Government, including experience in event planning, move coordination, and prioritizing daily taskings. • Knowledgeable with 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:			
<p>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.</p> <p style="text-align: center;">JLMI is an equal employment opportunity employer EOE/M/F/D/V</p>			
CONTACT INFORMATION:			
<p>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).</p>			