



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](http://www.jlmiva.com)

<b>JOB TITLE:</b>	Logistics SME	<b>JOB LOCATION:</b>	Syracuse, NY
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**Experience, Knowledge, Skills and Abilities Required:**

- Desired Bachelor’s degree or demonstrated practical experience in Logistics (Transportation / Warehouse Management
- Use GCSS-Army to report readiness IAW AR 700-138, Army Logistics Readiness and Sustainability.
- Perform logistical analysis to provide support for effect use of line program operations in meetings, established goals and objectives
- Advise on the potential benefits/uses of automation to improve the efficiency of administrative support or program operations
- Analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.
- Evaluates and advises on the organization, methods and procedures for providing
- administrative support systems such as records, communications, directives, forms, files,
- Standard Operating Procedures and documentation
- Ability to use Power Point, Excel, Word, Access
- Strong organizational skills
- Fluency in the English Language
- Strong communication skills, both written and verbal
- Excellent communication and interpersonal skills
- SECRET Clearance

**POSITION RESPONSIBILITIES:**

- Provide oversight during visits to mobilized and demobilized NYARNG units
- Property accountability of NYARNG units mobilized and demobilized for reset program
- Return and redistribution of NYARNG units post mobilization for reset program
- Provide oversight with new equipment fielding
- Teaching requirement on-site, once per quarter with an average class size 100-150 students
- Travel requirement, average one weekend per month within the state of New York
- Provide weekly status reports the Logistics Officer addressing traffic management issues affecting mission accomplishment



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<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>JLMI is an equal employment opportunity employer EOE/M/F/D/V</b>			
<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> ).			