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Visit us on the web: www.jlmiva.com

JOB TITLE: Program Coordinator

JOB LOCATION:

Aberdeen Proving
Ground (APG), MD

Experience, Knowledge, Skills and Abilities Required:

- Possess a minimum of seven (7) years of prior business or executive level administration experience in the following areas: managing multiple concurrent projects, and comfort interfacing with senior level professionals.
- Strong organizational skills, attention to detail, sound judgment, flexibility and the ability to work independently, as well a part of a team.
- Refined written and oral communication, and customer service skills.
- Proficiency with the use of MS Office suite of software (Word, Excel, Power Point, and Outlook).
- Working knowledge of the Defense Agencies Initiative (DAI) system, to include submitting purchase requisitions.
- Working knowledge of the Defense Travel System (DTS).
- Successful program coordination and use of general administrative functions such as, but not limited to, managing a complex calendar and scheduling activities; planning events/visits.
- Responsible for inventory management and the re-ordering process for supplies.
- Ability to lift 50 pounds without assistance.
- Must be able to obtain a SECRET security clearance if required.

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).