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JOB TITLE:	Contract Manager	JOB LOCATION:	Maxwell AFB, AL
STATUS:	Full-time, Exempt		
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Minimum 5 years' experience in 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 3 years' experience using electronic messaging medial/e-mail, asset management software.• Minimum 3 years' 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.• Provide briefings and facility tours• Applicants must be able to communicate effectively in English, both verbally and in writing.• U.S. citizenship is required.			
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).			