



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

JOB TITLE:	Data Analyst	JOB LOCATION:	San Antonio, TX
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none">• Basic knowledge of computer equipment and the assigned area of system software• Ability to collaborate effectively and work as part of a team• Strong attention to detail• Skilled in verbal and written communication (English)• Must be able to pass a background check. Obtain and maintain a DoD CAC card			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Perform data entry using word processing, spreadsheets, or database commands and formats material• Provide a plan of resolution for all valid complaints regarding satisfactory services• Create trend reports concerning data collected and make recommendations based on results• Collect, analyze, and evaluate accreditation, affiliation, and quality assurance data• Ensures work is done properly and efficiently in accordance with the terms and condition of the contract• Work with management team to create a prioritized list of needs for each business segment• Other duties as assigned			
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).			