<table>
<thead>
<tr>
<th><strong>JOB TITLE:</strong></th>
<th>Data Analyst</th>
<th><strong>JOB LOCATION:</strong></th>
<th>San Antonio, TX</th>
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</thead>
</table>

**Experience, Knowledge, Skills and Abilities Required:**

- 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:**

- 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).