

JOB TITLE:	Warehouse Specialist	JOB LOCATION:	Yorktown, VA
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none"> • High school education and 2+ years related experience • Light to heavy lifting (up to 70 lbs.), light to heavy carrying, standing or working for long periods of time is required • Possesses a working knowledge of supply policies, guidelines, and warehouse procedures • Marine Corp Logistics experience a plus but not required • The work may require frequent contact with federal employees • US Citizen with Public Trust with the ability to obtain a Government Facility Access Clearance 			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Will account for all warehouse items issued and turned in via the provided accounting system in accordance with local standard operating procedures for any applicable regulations, orders, and policies. • Creation of Individual Memorandum of Receipt (IMR) cards for each individual who is issued items from the warehouse. • Will adhere to the local SOPs and applicable documents for issuing and turn in of equipment. • Observes condition, nomenclature, stock number, quantity, etc. of products received and issued and take appropriate action to resolve any discrepancies. • Routinely checks stock for expired dates, product recall, deletion, and suspension of all items to ensure that all obsolete, defective, and/or expired items are removed from stock. Final determination regarding the condition of the items will be made by the appropriate personnel per for any action is taken. • Assess serviceability of all items being issued or turned-in. • Stage all gear deemed unserviceable for review and managing by appropriate Government personnel. • Conduct various periodic and unscheduled (on-the-spot) inventories of all items in the warehouse. • Required inventory tasks include counting gear items, staging of gear items, assessing serviceability of gear items, completion of regulatory forms needed to document performed inventory. • Assist in completing administrative tasks via computer such as completing forms, Individual Memorandum of Receipts (IMR), and other documents for record accountability. • Assist customers/service members with properly filling out the Financial Liability Investigation of Property Loss (FLIPL) form. This is restricted to administrative information such as NSN, Nomenclature, Unit of Issue, Unit Price, etc. • Will not perform any inherently governmental functions related to the FLIPL process. • Issue material, assist with inventories, assist with maintaining shop stores inventory, and perform general shop store cleanup. 			



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:	Warehouse Specialist	JOB LOCATION:	Yorktown, VA
<ul style="list-style-type: none">• Prepare items for shipment, as required.• Responsible for accomplishment of work with little or no instruction.			
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).			