



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:	Supply Technician	JOB LOCATION:	FT Polk, LA; FT Drum, NY
STATUS:	Non-Exempt	CLASSIFICATION:	SCA

Experience, Knowledge, Skills and Abilities Required:

- Must possess a minimum of five years of experience in the discipline they provide support, to include the following functional areas: Supply Policy Below the National Level; Using Unit Supply Systems
- Proficiency in the following Logistics Information Systems: Global Combat Support System – Army (GCSS-ARMY); Property Book Unit Supply Enhanced (PBUSE); Standard Army Retail Supply System (SARSS); Microsoft Office (e.g., Excel, Word, PowerPoint, etc.)
- Knowledgeable in Property Accountability, Financial Liability Investigation Property Loss, Inventory and inventory adjustments, Requesting and receiving supplies, Property responsibility, Organizational Clothing & Individual Equipment (OCIE), Management of Classes of Supply; I, II, III, IIIP, IV, VIII, Excess management
- Good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines
- Understanding of the needs of the organization serviced
- Analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.
- Fluency in the English Language
- Excellent communication and interpersonal skills
- Must be able to lift up to 40 pounds
- Work may require long periods of sitting or standing
- SECRET Clearance

POSITION RESPONSIBILITIES:

- Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities.
- Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility.
- Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty.
- The work generally involves individual case problems or supply actions.
- Consideration of program requirements together with specific variations in or from standardized guidelines.
- Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

SALARY/BENEFITS:



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<p>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.</p> <p>JLMI is an equal employment opportunity employer EOE/M/F/D/V</p>			
CONTACT INFORMATION:			
<p>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).</p>			