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Visit us on the web: [www.jlmiva.com](http://www.jlmiva.com)

<b>JOB TITLE:</b>	<b>Integrated Logistics Specialist (Warehouse Operations)</b>	<b>JOB LOCATION:</b>	Hampton Roads Area, VA
<b>POSITION REQUIREMENTS:</b>			
<ul style="list-style-type: none"> <li>• Minimum of 3 years experience in warehouse operations</li> <li>• Must be able to read, write, and converse fluently in the English language</li> <li>• Good oral and written communication skills, reading/writing/grammar proficiency, good analytical ability, self-motivated, experienced problem solver, and moderate stress tolerance are required</li> <li>• Understanding Table of Allowance (TOA) structure</li> <li>• Must be familiar with inventory management techniques; TOA, structure, transportation logistics, warehouse organization, planning and evaluation, must demonstrate mechanical/technical competence</li> <li>• Must be a licensed driver - capable of obtaining a government vehicle operator's license</li> <li>• Must be able to effectively use computers with associated typing, filing, recordkeeping, and other clerical skills. A working knowledge of computer software applications including Microsoft Word, Excel, Access, PowerPoint and Outlook is required.</li> <li>• Must be able to accurately establish and keep paper and electronic records concerning equipment, funds, supplies, and other property record information</li> <li>• Must have inventory management and control of supply and TOA durable and consumables expertise</li> <li>• Must have experience in maintaining records, preparing shipments, accepting deliveries, preparing shipping documents and mailing labels and verifying accuracy of material requests, recording items removed from inventory and tracking material requests and filling orders.</li> <li>• Must be able to sort, select, and group items and pack for shipment with adequate protection to reasonably assure safe and secure arrival overseas; must be familiar with material movement methods using manual or mechanized dollies, hand-trucks, carts, forklifts, and trucks</li> <li>• Must be able to inspect items for defects, identify shortages or excesses to allow for adjustments with shippers or suppliers</li> <li>• Must be able to efficiently and safely lift cartons of various sizes and shapes not to exceed 50lb each, be capable of material handling to and from storage and assembly areas, loading docks, containers, delivery vehicles, and shipping vehicles</li> <li>• Must be able to receive and sort materials and supplies and prepare them according to instructions for delivery to division, work or training areas and deployments. Must be able to research and compute freight weights and cube measurements to satisfy various shipping methods and documentation.</li> <li>• Must be capable of maintaining an established automated tracking system for supplies including the identification of equipment. Must be capable of supporting and maintaining procurement analysis processes of an inventory management system.</li> <li>• Must be capable of handling and using hand-held scanners which may be used with computers to keep inventories up to date. Must be familiar with storage and retrieval of materials stored in bins, on floors, or on shelves.</li> <li>• This job involves frequent standing, bending, walking, and stretching as well as lifting and moving of boxes. Individual may spend time in storage rooms, CONEX containers or outside on loading platforms, where exposed to the weather.</li> <li>• SECRET Clearance</li> </ul>			
<b>POSITION RESPONSIBILITIES:</b>			



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<ul style="list-style-type: none"> <li>• Maintains inventory system to control command supplies and TOA requirements, including assisting in the physical management of personal gear issue (PGI), organizational clothing, equipment parts and tools, communications equipment, and associated gear</li> <li>• Assists in the maintenance of an automated system for tracking the TOA/supplies</li> <li>• Identifies equipment and supplies after processed</li> <li>• Assists with special projects and other duties as they involve logistics/inventory support efforts</li> <li>• Manually packs, unpacks, containerizes, or secures a variety of materials</li> <li>• Identifies, analyzes, and records material condition, replacement and repair requirements through a defined property management plan</li> <li>• Reviews TOA, non-TOA, pack-up, on-hand, due-in, in-transit, turn-in material, and contingency requirement status of items</li> <li>• Identifies low inventories or reorder levels</li> <li>• Operates manual or mechanized dollies, hand trucks, carts, forklifts, and trucks</li> <li>• Uses a variety of software applications including Microsoft Word, Excel, Access, Powerpoint, and Outlook</li> <li>• Establishes and accurately maintains paper and electronic records for equipments, funds, supplies, and other property record information; prepares shipments, accepts deliveries, prepares shipping documents and mailing labels, verifies accuracy of material requests, records items removed from inventory, tracks material requests, and fills orders</li> <li>• Inspects items for defects, identifies shortages or accesses to allow for adjustments with shippers or suppliers</li> <li>• Stores and retrieves materials stored in bins, on floors, or on shelves</li> <li>• Uses hand-held scanners</li> <li>• Maintains an established automated tracking system for supplies, including identification of equipment</li> </ul>			