



Vacancy Announcement

Position Title	Business Operations/Program Support Specialist (B/PSpecialist-2018)
Position Type	Full Time
Closing Date	March 14, 2018

This entry-level position provides administrative support to the executive team of J&M Global Solutions, LLC, in all areas of business operations. Additionally, the individual hired into this position will have the opportunity to assist in programmatic operations while gaining valuable experience in the field of emergency management. As the program grows, the specialist will have the opportunity of continuing to work on business operations or move to more programmatic aspects.

JOB DESCRIPTION

- Financial
 - ✓ Assist in tracking customer invoices and deliverables
 - ✓ Support tracking of time and expense documentation
- Human Resources
 - ✓ Coordinate appropriate tax, insurance, and other paperwork with new hires
 - ✓ Assist with recruitment and onboarding efforts
- Administrative
 - ✓ Maintain accurate contract, timesheet, and other business files
 - ✓ Coordinate equipment for new hires (assign computers, blackberry, establish email address, etc.)
 - ✓ Provide general administrative support to the office
- Business Development
 - ✓ Monitor FedBizOpps and other procurement sites for potential business opportunities
 - ✓ Assist with proposal development
 - ✓ Provide other business development support as required
 - ✓ Maintain and update past performance data base
- Program Support
 - ✓ Assist in the development of programmatic materials
 - ✓ Assist in the compilation of weekly reports
 - ✓ Provide logistics support for meetings

QUALIFICATIONS

- Education
 - ✓ Bachelor's degree in business, communications, emergency management, or similar
- Experience
 - ✓ 0-2 years of related experience
- Required Skills
 - ✓ Outstanding communication, writing, and presentation skills
 - ✓ Excellent organizational skills
 - ✓ Ability to prioritize and multi-task
 - ✓ Quick learner
 - ✓ Ability to work independently and as part of a group
 - ✓ Knowledge of Microsoft Office suite
 - ✓ Excellent research skills
 - ✓ Ability to work in a fast-paced environment
- Desired Skills
 - ✓ Information technology experience
 - ✓ Experience in a first responder/emergency management environment
 - ✓ Knowledge of Quickbooks
 - ✓ Accounting and/or human resources experience

WHAT J&M BRINGS TO THE TABLE

J&M is a small, dynamic firm that values its clients and its employees. J&M provides its employees with exciting opportunities to work with a variety of clients on projects of which they can be proud. Along with competitive salary and benefits, J&M offers a mentoring program and career growth opportunities.

TO APPLY

Please send your resume, a cover letter summarizing your experience and expertise, and the names and contact information for two professional references (one of whom was a past supervisor, if available) to hr@j-mglobal.com.