



Job Description

About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

Reference ID:

Company:
IMSolutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Travel Specialist

Position Description:

The Travel Specialist must assist with coordinating all aspect of travel arrangement for the office. This includes but not limited to the following: Prepare international and domestic travel for office staff using government travel systems. Coordinates with all necessary parties to schedule flights, hotel accommodations, rental cars, and other applicable travel needs. Communicates travel information to traveler and troubleshoot problems as required. Prepare Travel Authorization (TA) and Travel vouchers in accordance with USAID guidelines and procedures; process TAs through the USAID travel System (e.g. E2 system). Provide necessary support to obtain passports, visa country clearances for travelers.

Contact Information

Company:
IMSolutions, LLC

Address:
3600 Pointe Center
Court, Suite 200
Dumfries, Virginia 22026

Email:
careers@imsolutionsllc.com

Phone:
703.221.2685

Fax:
703.221.2755

The Travel Specialist serves as travel subject matter experience by leveraging knowledge of the position to complete a wide range of travel related tasks and assist Administrative Assistance with travel requests. The Contractor must remain current with all USAID travel guidelines and policy changes and proactively inform office staff of the potential impact of changes.

Experience / Educational Background:

BA/BS in Business Administration, Management, Finance, or relevant field; Minimum 3 years of related field

Skills Required:

Experience with corporate automated travel system (USAID e2 Travel preferred). Ability to work under pressure with limited oversight. Experience providing exceptional administrative support in a government/corporate setting. Excellent oral and written communications skills. Possess excellent problem-solving skills.

SECRET Clearance Required

We offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to info@imsolutionsllc.com or fax to (703) 221-2755.