



MILITARY VETERANS WANTED



Office Management Specialist for Leading Contractor in Support of U.S. Government Critical Mission Clients

Washington, DC

Basic Position Qualifications:

- Bachelor's degree preferred.
- Top Secret/SCI required.
- Previous OMS experience within the US Department of State or equivalent federal or government agency is highly desired.
- 5 years of experience working in a administrative function.
- Experience working with travel and associated processes is preferred.
- Knowledge of DoS travel procedures and systems is highly preferred.
- Excellent communication, administrative and management skills.
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.

Positions open until filled. Visit www.vetjobs.com, access the **Jobs** Dropdown and **View RC Jobs** to search for Req# **290241BR**
Send questions to Mike Del Rio at mdelrio@vetjobs.org