



Administrative Support in Guatemala City, Guatemala

CRC is seeking a qualified administrative support to act as Invitational Travel Assistant as part of the Central America Regional Security Initiative (CARSI). The CARSI Initiative, one of the largest and most sophisticated multi-lateral security efforts in the world, provides funding for the USG to assist the governments of the CARSI countries with police professionalization, justice sector reform, counter narcotics efforts, border security management, crime and violence prevention, and anti-corruption efforts.

Duties and Responsibilities

- Coordinates INL Guatemala international travel program by providing travel services for all INL invitational travelers including other US government employees and GoG participants traveling with INL funding.
- Prepares Travel Authorizations for all ILEA training and all invitational travel requested at the INL-G Office for the different Projects.
- Process Travel Advances via CASH, check or Electronic Funds Transfers (EFT's) and follows-up on pending advances.
- Prepares, submits and follows-up on approval of travel vouchers to liquidate Advances.
- Follows-up on pending Bill of Collections (BOCs).
- Prepares quarterly Unliquidated Obligations (ULO) Reports related to Travel.
- Prepares any other required report related to travel.
- When the Program Admin Assistants are not available, escorts invitational travelers to the Embassy Cashier in order to pick-up their Advances.
- Prepares all travel arrangements related to the Miami Dade Police Training to include Travel Authorizations, process Advances, prepare Liquidation vouchers in order to collect any remaining funds.
- Hours for this full-time position will be the core hours of U.S. Embassy Guatemala: 7:30 am to 5:00 pm Monday through Friday, 40 hours per week.

Qualifications

- High School diploma or equivalent is required.
- Guatemala Citizen
- RSO security clearance
- Two years of experience with administrative and office management support is required.
- Proficient in Microsoft Office. On the job training will be received on the use of the Government's travel system, E-2 Solutions.
- Working knowledge of English and Spanish is required. English FSI Level IV (fluent) is required. Spanish Level IV (fluent) is required.

About CRC



Crisis Response Company, LLC (CRC) is a Service Disabled Veteran Owned Small Business (SDVOSB) formed in 2009 by leaders who have captured and led numerous and recent peacekeeping operations on behalf of DoS, DoD, United Nations, the African Union, and Private Industry. CRC's leadership formed the company with a single goal to enable Governments and Private Industry succeed in Security Sector Reform/Transformation, Subject Matter Expert Manning, and Defense initiatives around the globe.

Please send qualified resumes to admin@crc-intl.com