

## JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Travel Coordinator position. The Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$45,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to [recruiter@okcommerce.gov](mailto:recruiter@okcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Tuesday, January 25, 2022.**

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<b>POSITION:</b>	Travel Coordinator
<b>DIVISION:</b>	Operational Logistics
<b>JOB LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$38,000 - \$45,000
<b>JOB NUMBER:</b>	J-746

### **JOB DESCRIPTION & FUNCTIONS:**

The Travel Coordinator provides mid-level administrative support to assist the Operational Logistics Division. Responsibilities include various operations management activities, travel and lodging arrangements, and application of related laws, rules, and standards.

The qualified candidate must possess enthusiasm, flexibility and be willing to assume complex, challenging assignments. In addition, the incumbent must be extremely detailed-oriented and have excellent interpersonal skills and tact.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as the primary contact for all travel needs including but not limited to: secures flight itineraries, lodging, and vehicle transportation for Oklahoma Department of Commerce (ODOC) associates and outside agency personnel to coincide with ODOC associates travel, when applicable; compiles travel documents with itineraries, confirmations and tax-exempt letters for housing; secures changes in travel arrangements as requested or needed, and verifies federal CONUS (per diem) rates to enable Agency to be compliant.
- Maintains appropriate documentation for all purchase card charges and updates information in the Bank of America Works system in accordance with requirements and deadlines.



- Maintains high standards of confidentiality of all records and information.
- Assist the division in other operations duties as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

This position requires advanced computer abilities, including a working knowledge of Outlook and Microsoft Office Suite, basic math and writing skills, calendar scheduling, advanced interpersonal communication skills, and strong customer service skills. Proficiency in Excel and the capacity to develop detailed charts are required. This position will require a valid Oklahoma Driver's License and a Public Safety Driver's Record report.

This position requires effective communication, strong verbal and written communication skills, and the ability to think and work independently and as part of a team. The ability to work under pressure and meet deadlines is required. The successful candidate must be willing to work whenever necessary to get the job done.

Knowledge of PeopleSoft is desirable.

**EDUCATION AND EXPERIENCE:**

Requires at least three years of related administrative support experience. A degree/certificate in office management, business, administrative support, or related area is required. An equivalent combination of experience and education will also be considered.

Preference may be given to candidates with experience in the state purchasing card (P-Card) system.

**AA/EOE**