



# Example of Travel Support Job Description

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Our growing company is looking for a travel support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for travel support

- Notify key personnel about planned visits to their offices, including details about arrival time, plans and user requirements
- Ensure connectivity to external service providers
- Provide administrative support of installed systems/networks
- Validate accreditations at a level consistent with AF DAA and DoD requirements for all base networks, enclaves, and systems and provide situational awareness
- Identify missing or incomplete documentation which could prevent a complete assessment of base networks, enclaves, and systems security posture
- Provide updated Cyber Security Posture Score Card with concern indicators for all assessment areas and Risk Assessment report with risk indicators for all assessed risk areas using DISA CCRI Scoring and Risk Assessment tools
- Provide guidance, mitigation recommendations, and familiarization to personnel on base networks, enclaves, and systems security posture
- Provide reach back capability when MOB/GSU contractor requests additional support or expertise
- Provide in-brief, daily SITREP, daily/final out-brief, and trip report in order to document a robust cyber maturity depiction which can then be acted upon and remediated by base personnel
- Provide surge support required to respond to emergent situations prioritized by ACC/A6

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- Knowledge of foreign language beneficial
  - Undergraduate degree and 0-1 years administrative and/or travel experience
  - Minimum of 5+ years of operational and support experience in an ecommerce, digital media/advertising, or travel environment
  - You are an analytical thinker, motivated by problem-solving and creating solutions for partners/advertisers
  - You have experience effectively coaching, mentoring and/or leading a team and developing individuals across region(s)
  - You are able to collaborate successfully in a fast-paced team environment