



## **Opportunity: Travel Coordinator – Construction and Services Division**

### **Fluid Solutions, LLC**

Location: Birmingham, AL, USA

Fluid Solutions, LLC, a 19-year company operating in over 150 countries worldwide, is seeking a **Travel Coordinator** to support the planning, coordination, and administration of domestic and international travel for our technicians and project teams. The ideal candidate will be highly organized, detail-oriented, and proactive, with the ability to manage shifting travel needs while maintaining strong communication with technicians, management, and external partners.

### **What you'll be doing:**

#### ***Travel Management:***

- Booking flights and hotel accommodations in coordination with technicians.
- Processing visas in a timely manner, anticipating future trips and potential visa challenges to stay ahead of the process.
- Submitting VARs and eCCs for cleared projects and following up for approvals.
- Submitting visitor access requests for uncleared projects and following up for approvals.
- Developing a strong understanding of clearance and access processes.
- Coordinating local transportation and lodging with US Embassies.
- Monitoring travel changes and working with travel agencies and/or airlines to secure necessary credits for modified itineraries.
- Tracking and utilizing flight credits.
- Managing passports, including personal and service passports (as applicable). Coordinate these directly with travel and Government agencies.
- Regularly gathering travel feedback from technicians and addressing concerns with management and travel partners.
- Handling base access paperwork and badging for domestic DoD installations and similar U.S. Government facilities.
- Process badges, as applicable, for Department of State projects.

#### ***Technician Database & Administrative Support:***

- Supporting proper and timely American Express reporting.
- Tracking certifications and following up with technicians to obtain completed credentials.
- Maintaining records for assets and tools (primarily through follow-up and accountability, rather than direct management).
- Assist division team with bi-annual database maintenance tasks.
- Purchase and track Amazon/online orders for the technicians.

#### ***General Division Administration:***

- Issuing purchase orders for technicians and assisting the team as needed.
- Comparing American Express statements against technician billings.
- Supporting with technician billings, including obtaining documentation, requesting invoices from travel agencies, and reviewing flight costs—particularly for back-to-back trips.
- Assisting with technician training and certification registrations (e.g., OSHA 30) and following up through completion.



- Assisting with state licensing processes and collecting required documentation from the C&S team.
- Creating accounts for new bidding vehicles (e.g., GSA).
- Updating and formatting technician resumes with help from Marketing.
- Supporting technicians with paperwork, database needs, and administrative tasks while they are traveling, especially when internet access is limited.
- Assisting in gathering documentation for larger proposal submissions.
- Help with developing administrative submittals, reports and plans within the division.
- Creating accounts for team members, as well as gaining a direct understanding of Government project management platforms (i.e. ProjNet, Kahua, etc.) to assist with administrative management.
- Potentially grow into:
  - Following up with clients on unpaid invoices and sales opportunities.
  - Setting up new opportunities in the database.

#### **What you'll need:**

- 3+ years of experience in travel coordination, project administration, or a related role.
- Strong organizational skills with the ability to manage multiple, changing priorities.
- Excellent communication skills across email, calls, and internal coordination.
- Detail-oriented and proactive approach to problem-solving.
- Ability to work independently while collaborating closely with technicians, management, and external partners.
- Comfort with Microsoft Office and MacBook Pro for documentation and communication.
- Experience working with government-related travel, clearances, or access processes (preferred, not required).
- Valid driver's license required

#### **What's in it for you?**

- **Health and dental insurance:** Fluid Solutions covers 100% of your premiums; \$100/week for spouse and dependent coverage
- **401(k):** Eligible after 1 year, with Fluid Solutions matching 100% of your contributions up to 3% of your income and 50% of the next 2%
- **Paid time off**
- **Company-provided laptop and cell phone**
- **Company credit card (Amex)**

**Note:** Compensation and benefits may vary based on experience, qualifications, and company policy. This information provides a general overview.

Please submit your resume to: [careers@fluidsllc.com](mailto:careers@fluidsllc.com)