



Job Description/Role Profile

Job Title: Office Coordinator - Houston Office

Reports to: Business Manager – Mexico (located in Houston)

Key Accountabilities:

- 1) Responsible for company credit card – verifying multiple charges for monthly payment and identifying discrepancies
- 2) Responsible for travel coordination for FJ Mexico employees and worldwide clients coming to Houston
- 3) Responsible for company cell phones – issuing to new employees, monthly bill, exchanges, etc.
- 4) Maintain adequate levels of marketing materials
- 5) Prepare training materials – copy and collate for Marketing and Sales departments
- 6) Print Mexico final reports and put in binders
- 7) Order and pick-up computer disks, cases from our vendor - Directron, etc.
- 8) Order food for Pemex clients in Mexico
- 9) Maintain database of passport information for a FJ Mexico employees
- 10) Responsible for hotel and air fare reservations for Mexico travel (often on very short notice)

Qualifications required:

AA Degree

5+ years of administrative office experience

Valid driver's license and with liability insurance in an amount satisfactory to the Company and as required by state law. (background and DL check conducted on final candidate)

Bi-lingual – excellent English and ability to speak and write Spanish

Skills / experience required to do the job:

Previous Office Experience

Intermediate knowledge of Word, Excel and Power Point

Ability to respond quickly to last minute travel requests

Role specific competencies required:

Excellent attention to detail and follow-thru

Excellent attendance

Team player

Detail oriented

Occasional after hours work in providing living assistance (temp housing, car rental, etc) for our out of country clients attending extended training classes at Fugro-Jason in Houston.

To apply, send an email to: FugroUSAJobs@Fugro.com