



Job title	Operations Coordinator
Reports to	Operations Director
Location	Houston, TX
Compensation	\$14 - \$18 p/hour

The Job

Mercury Fuels is seeking an eager professional aspiring to build/grow a career in the Aviation Fuel industry serving an elite client base. This position, will provide qualified candidates with many opportunities to learn all components of the Aviation Fuel business and much more. Internal growth opportunities available.

Help us grow our team!

<http://mercfuel.com/careers>

Duties and responsibilities

- Dispatch Operations and Management
- Customer Service
- Database Management
- Vendor Relations
- Information Retention
- Procedure and Protocol Cultivation

Qualifications

Minimum Requirements:

- Ability to Dedicate Oneself to Project Completion
- Proficiency in MS Office (Excel, Word, Outlook, PowerPoint)
- High School Diploma Required
- 4-Year College Degree (Preferred)
- Strong Interpersonal Skills

Qualifications:

- Detail Oriented
- Ability to Work Efficiently as a Member of a Team and Individually
- Clear Communications Skills (Oral, Written and Comprehension)
- English Proficiency; Bilingual (Preferred)
- Organized
- Can-Do Attitude
- Goal Orientation
- Positive/Outgoing Personality
- Basic Knowledge of Aviation Industry (Preferred)

NOTE: This job description is a summary of duties for which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.