

Administrative Coordinator

Location: 2755 Winters Ave Grand Junction, CO

Job Type: Part Time to Full-Time, depending on experience

Compensation: \$18.00 - \$25.00 per hour, depending on experience

Company Summary

FGS is a wellsite geology company committed to delivering accurate, reliable geological data that helps clients make informed drilling decisions. We value partnership, ownership, a growth mindset, and a solutions-oriented approach in everything we do.

Position Summary

FGS is seeking a motivated Administrative Coordinator to support the daily operations of our growing company. This is an excellent opportunity for a recent college graduate or early-career professional who is eager to learn, develop new skills, and grow within a business environment.

The Administrative Coordinator will work closely with the Business Administration Department to support a variety of administrative, employee, and office functions. The ideal candidate is organized, detail-oriented, resourceful, and willing to take ownership of projects and responsibilities.

No oil and gas experience is required. We are willing to train the right individual who demonstrates professionalism, initiative, and a strong desire to learn.

What We're Looking For

The ideal candidate:

- Has strong attention to detail and follows through on commitments.
 - Is curious, resourceful, and willing to learn unfamiliar tasks.
 - Takes ownership of responsibilities and seeks solutions rather than waiting for direction.
 - Communicate professionally and respectfully with employees, clients, and vendors.
 - Can manage multiple priorities while maintaining accuracy.
 - Is comfortable working in a fast-paced and evolving environment.
 - Demonstrates integrity, accountability, and a strong work ethic.
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Qualifications

Required

- High school diploma or equivalent.
- Strong organizational skills and attention to detail.
- Basic proficiency with Microsoft Office, including Outlook, Word, and Excel.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and professionalism.
- Positive attitude and willingness to learn.

Preferred

- Associate's or Bachelor's degree.
 - Prior office, customer service, internship, volunteer leadership, or administrative experience.
 - Experience working in team-oriented environments.
 - Familiarity with Microsoft Excel, QuickBooks, or business software systems.
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Why This Position Is Different

This isn't a role where someone does the same thing every day.

The Administrative Coordinator will gain exposure to various tasks relating to:

- Business operations
- Human resources and recruiting
- Accounting and bookkeeping processes
- Project support
- Employee onboarding
- Travel coordination
- Client relations
- Process improvement