



ARGUS International, Inc. is Growing Operations Coordinator Position Available

ARGUS PROS, A division of ARGUS International, is your one-stop source for creating a superior operation within your air transportation business. We are an experienced quality and safety assurance provider and are accredited by IATA as an IOSA Audit and Training Organization. Ours is a flexible organization, committed to true team auditing for multiple standards at the domestic, regional, and international levels, as well as tailoring all the other resources and services we offer to your specific needs.



ARGUS PROS is currently seeking a Part Time Operations Coordinator to join our team. This position will work at our Denver, CO location. ARGUS is an established company with an unparalleled client list and reputation. The perfect candidate will have the proven ability to work with the listed technologies in a team setting.

Position Summary: The purpose of the Operations Coordinator is to perform a variety of office management duties according to established policies and procedures.

Responsibilities for the position will include, but not be limited to, the following:

- Schedule travel and maintain travel programs
 - Develop an understanding of what each traveler needs.
 - Respond to booking enquiries efficiently.
 - Monitor booking to completion.
 - Monitor and complete as necessary international travel requirements.
 - Provide contractor and staff support when traveling.
 - Monitor travel needs for all audits.
 - Reconcile earned travel miles with airfare tickets.
 - Maintain travel profiles and training records.
- Provide support to Directors/Managers as outlined by task assignments.
- Update confirmed audits and audit teams from the associated Schedule.
- Augment expense reporting program.
 - Research expense reports - receipts, coding and posting of receipts – presenting to the accountable manager for approval upon completion.
 - Reconcile travel from travel card to the associated auditor as necessary
- Assist with audit production process as needed.
- Provide support for maintaining and updating PROS policy and process manuals.
- Able to communicate in a clear and effective manner when dealing with auditors/operators.

Minimum requirements:

- High School Diploma or GED.
- At least two years of administrative experience.



- Domestic and International Travel booking experience preferred.
- Aviation industry experience preferred.
- Candidate must be able to demonstrate quality of work, excellent customer service skills, accountability for job performance, teamwork and initiative.
- Good working knowledge of all Microsoft Office programs, including Excel, Word, PowerPoint, and Publisher.
- Knowledge of Adobe Acrobat program.
- Good working knowledge of internet and MS Outlook email and calendar usage.
- Excellent phone and organizational skills.

ARGUS is an equal opportunity employer. Candidates must currently meet the requirements indicated above to be considered for this opportunity.

Compensation package will vary with experience. Full time benefits include; 401K Match, Medical/Dental/Vision Insurance, Paid Vacation and Holidays.

Please register to submit your cover letter and resume at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=argusint&jobId=48705&lang=en_US&source=CC2