

EMPLOYMENT OPPORTUNITY

Methanex (www.methanex.com) is the world's largest producer and marketer of methanol. We are present in all regions thanks to our 8 marketing offices and our 4 production sites. Methanol is a widely used commodity in the production of many of our everyday life goods. Methanex shares are quoted on the Toronto Stock Exchange and the Nasdaq Global Market.

For our office located in Waterloo, Belgium we are currently looking to recruit an (m/f): **Office Administrator**.

Position Summary

Reporting to the Manager, Human Resources, you are responsible for reception, business services, and facility management. You provide a high level of customer service on various levels to internal clients and external partners.

You also provide administrative support to Finance department and more specifically assist the Manager, Finance for all IT administrative requests. You provide assistance in projects throughout the office as required.

Responsibilities

1. Office & Reception

- Assess, respond to, and refer customer telephone inquiries.
- Handle reception area (clients, service, office visitors).
- Ensures proper mail distribution, filing, outgoing mail.
- Responsible to maintain the office in a good order.
- Coordinate meeting rooms activities: Timely & Top level Service.
- Manage adequately Office Furniture and Foods & Drinks.
- Monitor the archives.

2. IT Support

Provide administrative assistance to Manager Finance for IT requests:

- Liaise with staff if help required to contact/schedule IT provider visit.
- Schedule outside help as required (photocopiers, telephone repair, etc.).
- Manage internal forms process for approvals.
- Manage inventory room, check in/out equipment, maintain database.
- Review IT invoices received against budget.
- Manage blackberries and coordinate with hardware provider for set-up.
- Other related IT administrative requests.

3. Administrative Support

Provide administrative assistance to the Finance Department.

- Maintain finance filing system.
- Assist with credit (print documents, create customer files, etc.).
- Manage contracts (treasury, transfer pricing, etc.).
- Assist with preparing Board documents.
- Manage invoices from mail, data input to assist Accounting Administrator and Operations & Reporting Account.

Qualifications

Education, experience and profile

- Bachelor, Secretary/Assistant.
- Proficiency in English.

Competencies

The successful candidate for this position will demonstrate:

- Good interpersonal and communication skills
- Well organized, proven ability to manage priorities in a fast paced environment.
- Seeking optimization and continuous improvement
- Strong sense of consistency and ethics, personal integrity
- Team player
- Comfortable communication in a multicultural environment

All persons interested in this position should direct their inquiries to

Harmony Custers
Human Resources & Office Coordinator
Europe
hcusters@methanex.com