

Fugro – 1 Engineering Assistant Internship

Based:	Wallingford, Oxfordshire	Salary:	£18,000 pro rata depending on length of internship
Start date:	March 2008	Duration:	50 weeks

Fugro Engineering Services Limited is a provider of complete geotechnical and geo-environmental site investigation services and operates in the UK and overseas both on land and nearshore sites.

The main activity of this role will be to provide administrative assistance and support to the Engineering Department and support the technical activities of the department in, accordance with Company procedures, HSE and Quality policies

Responsibilities:

- Input and process variety of site and contract data using in-house databases
- Produce records and report sheets from databases
- Type and prepare draft and final reports for clients (paper and digital)
- Provide secretarial support to senior members of the engineering department
- Prepare, maintain and archive contract files and reports and maintain archive register
- Liaison with site staff, clients, engineers and sub contractors
- Collate technical data, check basic field data, prepare engineering logs and records for review
- Assist in soil and rock logging to Company standards and assist on site in basic technical activities when required
- Deputise for other administration staff

Requirements

- A passion for Geology, Earth Sciences and/or Civil Engineering and a demonstrated interest in a career in this area, shown through academic studies and/or previous work experience.
- Be studying for or have attained a Masters degree in Geology, Earth Sciences or Civil Engineering.
- Fluent reading, written and spoken English – TOEFL minimum score of 580, IELTS – 6.5.
- Good interpersonal skills - including ability to seek advice and guidance where necessary and to work independently and as part of a team.
- Accurate data entry skills.
- Knowledge of Microsoft Word, Excel, PowerPoint and MS Access.

To apply for these opportunities, please contact the China Scholarship Council

www.csc.edu.cn

You will be required to complete a written application form and provide a copy of your CV in English as well as copies of your academic transcripts and TOEFL/IELTS scores.