

Project Assistant

Houston, Texas (Energy Corridor) | Full-Time | Hybrid

Join Our Team

Semco Maritime is seeking a highly organized and motivated Project Assistant to support our Rig & Marine team in Houston, Texas. This full-time, salaried position plays an important role in keeping projects running efficiently by providing administrative and project support to our Operations Manager, Accounting Controller, and project teams.

If you enjoy working in a fast-paced environment, are detail-oriented, and take pride in keeping projects organized, we'd love to hear from you.

What You'll Do

As a Project Assistant, you'll provide day-to-day support to our project team by coordinating administrative activities, assisting with project documentation, and helping ensure projects stay organized and on schedule.

Responsibilities include:

- Provide administrative support to Project Managers and project teams.
- Coordinate travel arrangements and maintain travel documentation.
- Assist with employee time entry and project documentation.
- Organize project files, reports, and records.
- Assist with meeting coordination and project communications.
- Support general office and project administration.
- Help maintain compliance with Company health, safety, and environmental (HSE) policies.
- Perform other administrative and project-related duties as assigned.

What We're Looking For

Required Qualifications

- Experience in a Project Assistant, Project Coordinator, Administrative Assistant, or similar support role.
- Excellent organizational and time management skills.
- Strong attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office, including Outlook, Word, Excel, and Teams.
- Ability to work both independently and collaboratively.

Preferred Qualifications

- Experience supporting engineering, construction, marine, offshore, or energy-related projects.
- Experience working in a project-based environment.
- Familiarity with project documentation and reporting.

What We Offer

- Full-time salaried position (40-hour work week)
- Hybrid work schedule (three days in our Houston office and two remote)
- Company-paid medical, dental, and vision insurance for employees
- SIMPLE IRA with Company match
- Company-issued cell phone
- Paid Time Off and Company-paid holidays
- Opportunities for professional growth within a global energy company

About Semco Maritime

Semco Maritime is an international engineering and contracting company dedicated to supporting the global energy industry. We help our customers deliver and maintain critical energy infrastructure through innovative, practical solutions while maintaining an unwavering commitment to safety, quality, and sustainability.

Safety is at the core of everything we do, and we are committed to protecting our people, partners, and the planet as we work towards a sustainable energy future.

So yes, working for us will change the energy sector – and may well change you too.

Care to join the movement?

Ready to Apply?

If you're looking for an opportunity to grow your career while supporting meaningful projects in the

energy industry, we'd love to hear from you.
Apply today - we review applications as they are received.