



SAPEM has a vacancy for an Administrative Assistant / Receptionist

Introduction	
Job Title:	Administrative Assistant / Receptionist
Business Line:	Asset Based Non - Drilling
Department:	Human Resources
Requirements	
Qualification:	Diploma in related field
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	2 - 3 years in similar field
It Skills:	Computer Literate (Microsoft Office or similar)
Soft Skills:	Strong communicator (verbal & written), people oriented, ability to multitask, time management skills, trouble shooting, keen attention to detail
Nice To Have:	Customer Service / Hospitality Training
Location:	Georgetown

OBJECTIVE:

We are seeking a competent Administrative Assistant / Receptionist to join our team and provide crucial support in daily office operations. This role involves managing front desk activities, coordinating office tasks, and supporting other staff members to ensure efficient business operations.

RESPONSIBILITIES AND DUTIES:

- Greet and welcome visitors in a courteous and professional manner.
- Answer and direct phone calls promptly and efficiently.
- Maintain a tidy and presentable reception area.
- Prepare and distribute correspondence, memos, letters, and forms.
- Handle incoming and outgoing mail and deliveries.
- Coordinate meetings and conferences, including room reservations and catering arrangements.
- Enter data accurately into databases and maintain updated records.
- Organize and maintain paper and electronic files.
- Provide administrative support as needed.

- Perform other administrative tasks such as filing, photocopying, and scanning.
- Other duties as assigned.

Please send your resume with the subject "**Administrative Assistant / Receptionist**" to

saipemgcareers@saipem.com

Please note, the closing date for applications is **July 22nd, 2024.**

Shortlisted candidates will be contacted.