



Weatherford® CAREERS

Administrative Assistant

Overview

Weatherford is a leading global energy services company. Our world-class experts partner with customers to optimize their resources and realize the full potential of their assets. Across our operating locations, including manufacturing, research and development, service, and training facilities, operators choose us for strategic solutions that add efficiency, flexibility, and responsibility to any energy operation.

We are focused on technology development, digital solutions, and defining our footprint in the new energy space. Our ability to provide integrated solutions across our segments will be critical to growth in our core operations and the energy transition.

Energy producers face unique challenges every day, so it is our job to create solutions that enhance safety, streamline operations, and sustain uptime to meet or exceed their targets. We operate across the global energy landscape employing some of the best diverse talent in the industry. At Weatherford, we understand the value each individual brings to the table. We celebrate diversity in all its forms and are immensely proud of our workforce. We invite you to join our passionate, talented, world-class team.

When you join Weatherford, you instantly feel connected to something bigger – a community that is grounded by our core values and driven to create innovative solutions for our customers. We celebrate each other's successes, grow together, and learn from each other constantly. Individually, we are impressive. Together, we are unstoppable. We are One Weatherford.

Weatherford offers competitive compensation, a comprehensive benefits program and provides you a challenging and enriching career path, with a healthy balance of structure and flexibility to chart your own course.

Weatherford is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Responsibilities

JOB SCOPE:

Perform administrative functions in accordance with policies determined by or in conjunction with management. Provide general administrative and clerical support including, but not limited to billing and accounts payable for the location.

DUTIES & RESPONSIBILITIES:

- Performs general administrative support for Product Lines as needed.
- Prepares and processes expense/billing reports.

- Arranges travel schedules, transportation and hotel reservations for respective Product Line personnel
- Generates purchase orders and code all transactions to the applicable Cost Center.
- Creates OQ's for specified Product Line.
- Monitor stock levels of specified consumables and reorder as necessary.
- Provide status reports on current orders and estimated time of delivery.
- Liaises with Vendors to provide services: Medical , Hoteliers, Catering Service, Pest Control, Hygiene & Sanitization Services, Transportation.
- Performs other duties and activities safely as assigned by supervisor within physical constraints of the job

Qualifications

SKILLS & KNOWLEDGE:

- 2-4 years' experience in a similar administrative function
- Living in Guyana is a must. (No relocation assistance is provided)
- Good verbal communication skills.
- Proficient typing skills. General computer knowledge.
- Ability to interpret and follow a variety of instructions furnished in written, oral, diagram or schedule form.
- Must have basic reading, writing and math skills.
- Ability to work in a team-oriented environment.
- Ability to communicate with all levels of personnel.
- The physical ability to immediately respond to emergency situations.

Apply Via the following link –

[Weatherford Careers- Administrative Assistant \(Guyana\)](#)

on or before January 26, 2023.

Please note only suitable applications will be acknowledged.