Join Us At MODEC

About us

MODEC is an Oil & Gas Japanese Company that has been a leading provider of solutions to the floating offshore oil & gas market for more than 50 years. With a fleet of 19 units operated by the company and nearly 50 projects delivered worldwide, we have the mission to produce oil and gas steadily and safely, 24 hours a day, 365 days a year.
Our presence in 15 countries and the integration of our teams around the world give MODEC the opportunity to develop and share a high level of skills. Come join us! #bemodec

Job description

Job Title: Executive Secretary
Department Name: Facilities and Personnel Logistics
Location: Georgetown, Guyana
Full / Part Time: Full time
Regular / Temporary: Regular

Responsibilities

- Manage the Country Manager's schedule including organizing meetings, travel arrangements, and visitor’s logistics.
- Coordinate and Organize meetings including preparing agendas, taking minutes, and following up on action items.
- Handle correspondence: emails, calls, and letters with confidentiality.
- Prepare and edit reports, presentations, and documents.
- Liaise with stakeholders: clients, vendors, and professionals.
- Maintain an organized filing system for documents.
- Assist with special events and projects as needed.
- Provide general administrative support such as managing office supplies and assisting with reception duties when necessary.
- Stay updated on company policies and procedures to ensure accurate and timely dissemination of information.

Requirements

- A Bachelor’s degree in Business Administration, Office Management, or a related field.
- Strong organizational, problem-solving and communication skills
- At least two years’ experience in the field or similar.

Click on the following link to apply: Executive Secretary at MODEC Guyana (careers.hr)