



## Position Title: General Assistant

### About Us:

We are a leading technology provider to the traditional and new energies industry; delivering fully integrated projects, products, and services. With our proprietary technologies and comprehensive solutions, we are transforming our clients' project economics, helping them unlock new possibilities to develop energy resources while reducing carbon intensity and supporting their energy transition ambitions.

### Description:

This role is required to complete work independently and resolve issues without direct supervision. This position performs more advanced administrative duties that require a broad knowledge of departmental policies and procedures.

### Responsibilities:

- Applying a thorough level of understanding of the organization, programs, and procedures related to the work of the department and/or team.
- Enters data from various sources into spreadsheets, verifies input and calculations.
- Receives general instructions for routine projects and detailed instructions for more complex projects.
- Frequent internal contacts within and outside of the department to furnish and obtain information.
- Schedules and maintains a calendar of appointments, meetings, and travel itineraries for department staff and may coordinate related arrangements.
- Plans, coordinates, and makes arrangements for on-site and off-site conferences, meetings, and special events.

### Requirements:

- High school diploma or equivalent required; Bachelor's Degree in Accounting or Finance
- Typically 5+ years of experience
- Strong interpersonal skills for inter-departmental and customer interaction
- Advanced proficiency in Microsoft Office (Word, Excel, and Powerpoint).
- Must have the ability to handle many diverse tasks simultaneously and be able to work effectively with interruptions.
- All applicants must be Guyanese nationals.

Instructions to Apply:  
Send resume and cover letter to  
<https://technipfmc.taleo.net/careersection/technip+private/jobdetail.ftl?job=230003>  
[CW](#) with subject line: General Assistant -  
First and Last Names.