



## 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:

Administrative responsibility for supporting Guyana Service Base employees and Offshore Employees including the ordering and distribution of uniforms and other PPE, office supplies, team meals, IT assets etc.

### Responsibilities:

- Position will manage Guyana Service Base Vendors including trash pickup, bottled water, uniform cleaning, ETC.
- Work with team members to set up for team building events, all hands meetings, training, charity events, ETC.
- Works under minimal supervision performing complex administrative support duties requiring some judgment and initiative to determine the approach of action to take in non-routine situations.
- Frequent internal contacts within and outside of department to furnish and obtain information.
- Answers inquiries and responds to correspondence from inside and outside the company. Works with others to resolve problems.

### Requirements:

- Ability to identify and solve functional issues and improve programs and/or processes in support of organizational business challenges.
- Typically 5+ years of experience
- Strong interpersonal skills for inter-departmental and customer interaction
- Strong computer proficiency with applicable software applications in related field.
- Strong written and verbal communication skills are critical.
- All applicants must be Guyanese nationals.

#### Instructions to Apply:

Send resume and cover letter to

[https://careers.technipfmc.com/job/Georgetown-General-Assistant-](https://careers.technipfmc.com/job/Georgetown-General-Assistant-11/1193542700/)

[11/1193542700/](https://careers.technipfmc.com/job/Georgetown-General-Assistant-11/1193542700/) with subject line:

General Assistant - First and Last