

<b>Position</b>	<b>Office Manager (with HR and Financial Accounting Experience)</b>
<b>Date Posted</b>	<b>15-Aug-24</b>
<b>Closing Date</b>	<b>01-Sep-24</b>
<b>Work Place</b>	Eccles Ty office- New office on East Bank; near to airport; Georgetown, Guyana
<b>Company</b>	<b>Offshore Project Support Services (Guyana) Inc</b>
<b>About the Company:</b>	
<p><b>Offshore Project Support Services (Guyana) Inc</b> is a renowned Oil &amp; Gas support services organization specializing in ship repairs, oil rig SPS, Upgrade and repairs project delivery, FPSO fabric maintenance projects, and annual inspection, intermediate UWILD services. With a commitment to excellence and safety, we deliver top-notch services to our clients in the maritime and oil &amp; gas industries. As we continue to expand our operations in Guyana, we are seeking a dynamic Office Manager with HR and financial accounting experience to join our team and contribute to our success.</p> <p>We are integrated with the renowned Shipyard established in Spain, Supporting the Marine industry since 1989.</p> <p>Spreading our wings to Guyana to support our existing clients operations in Guyana, delivering our high industry standards projects within the agreed costs frame work.</p> <p>Our vision is to Provide cost effective Standardised Support Services Safely to our client globally to reduce DT and improve Performance.</p>	
<b>About the job</b>	
<p>As the Office Manager at "Offshore Project Support Services (Guyana) Inc", you will play a pivotal role in ensuring the smooth and efficient operation of our office in Guyana. You will oversee various administrative functions, manage human resources tasks, and handle financial accounting duties. Your contribution will be crucial in maintaining organizational effectiveness and supporting the success of our projects delivery to our valuable clients.</p> <p>This unique opportunity boasts the ability to work within an environment in which you will be extremely valued and have the opportunity to grow</p>	
<b>Key Role &amp;Responsibilities</b>	<p><b>1 Office Administration:</b>  Oversee daily office operations and ensure adherence to company policies and procedures.  Manage office supplies, equipment, and facilities to ensure a conducive working environment.  Coordinate with vendors, service providers, and contractors as needed.  Handle incoming and outgoing correspondence and maintain records accurately.</p> <p><b>2 Human Resources Management:</b>  Manage the recruitment process, including job postings, screening resumes, and scheduling interviews.  Onboard new employees and facilitate orientation programs.  Administer employee benefits, leave management, and HR policies.  Address employee queries and concerns promptly and confidentially.  Maintain employee records and ensure compliance with labor laws and regulations.  Organise legalities - Trade licenses, visa processes NIS</p> <p><b>3 Financial Accounting:</b>  Manage accounts payable and receivable processes, including invoicing and payment processing.  Prepare financial reports, budgets, and forecasts in collaboration with the finance team.  Reconcile financial discrepancies and resolve accounting issues efficiently.  Assist in tax compliance and liaise with external auditors as required.  Monitor cash flow and assist in financial analysis to support decision-making.</p> <p><b>4 Project Support:</b>  Collaborate with project managers and teams to provide administrative and logistical support for ongoing projects.  Coordinate travel arrangements, accommodations, and transportation for project personnel.  Assist in project documentation, reporting, and record-keeping as needed.  Must have ONE TEAM ONE VISION culture  Develop Team where required</p>
<b>Role Requirements</b>	<p>Proficient in English  Exceptional organisational and time-management skills.  Ability to Handle confidential and sensitive information with integrity  Bachelor's degree in Business Administration, Human Resources, Accounting, or a related field.  Proven experience in office management, HR administration, and financial accounting, preferably in the maritime or oil &amp; gas industry.  Familiarity with Guyana labor laws, accounting principles, and regulatory requirements.  Proficiency in MS Office Suite and accounting software or any ERP.  Strong organizational, communication, and interpersonal skills.  Ability to multitask, prioritize tasks effectively, and work under pressure in a fast-paced environment.  Attention to detail and high level of integrity and confidentiality.  Must be Guyanese</p>
<b>Benefits</b>	<p>Competitive salary commensurate with experience.  Opportunities for professional development and growth.  Dynamic and collaborative work environment.  Contribution to impactful projects in the maritime and oil &amp; gas sectors.</p>
<b>Apply</b>	<p>Please forward your Curriculum Vitae to  <a href="mailto:hr@opssg.gy">hr@opssg.gy</a>  Email subject must refer to the Job Position applied for &amp; candidate Name:</p>
<p>Join OPSSG and be part of a dedicated team committed to excellence and innovation in ship repairs, Drilling rig maintenance, FPSO projects, and annual and Intermediate inspection services in Guyana. Apply now to embark on an exciting career journey with us!</p>	