

Position	Office Administrator/Secretary
Date Posted	15-Aug-24
Closing Date	01-Sep-24
Work Place	Eccles Ty office- New office on East Bank; near to airport; Georgetown, Guyana
Company	Offshore Project Support Services (Guyana) Inc
About the Company:	
<p>Offshore Project Support Services (Guyana) Inc is a renowned Oil & 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 & gas industries. As we continue to expand our operations in Guyana, we are seeking a dedicated and organized Office Secretary to provide essential support to our Managing Director and ensure the smooth functioning of our office.</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>	
About the job	
<p>As the Office Secretary and to Support Managing Director and office manager at Offshore Project Support Services (Guyana) Inc, you will be responsible for providing high-level administrative and secretarial support to the Managing Director. Your role will involve managing the Managing Director's schedule, coordinating meetings, handling correspondence, and maintaining effective communication within the organization.</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>	
Key Role & Responsibilities	<p>1. Executive Support: Manage the Managing Director's calendar, schedule appointments, and coordinate meetings, conferences, and travel arrangements. Prioritize and manage the Managing Director's emails, correspondence, and phone calls, ensuring timely responses and follow-ups. Prepare and edit correspondence, presentations, reports, and other documents on behalf of the Managing Director.</p> <p>2. Office Coordination: Coordinate and maintain communication between the Managing Director and other departments, executives, clients, and external stakeholders. Serve as the primary point of contact for the Managing Director's office, greeting visitors, answering phone calls, and handling inquiries. Ensure the Managing Director's office is organized, well-maintained, and equipped with necessary supplies and materials.</p> <p>3. Meeting Management: Organize and prepare materials for meetings attended by the Managing Director, including agendas, presentations, and meeting minutes. Arrange logistics for meetings, including room bookings, catering, and audiovisual equipment setup. Follow up on action items and decisions made during meetings and ensure timely implementation.</p> <p>4. Confidentiality and Discretion: Handle sensitive and confidential information with utmost discretion and professionalism. Maintain confidentiality in all interactions and communications involving the Managing Director and sensitive company matters. Assist in project documentation, reporting, and record-keeping as needed. Must have ONE TEAM ONE VISION culture</p> <p>5. Work Permits and NIS Coordination: Support the Expats with Work permit Process and coordinate with Immigration office Coordinate with NIS for the Expats and local employees and maintain the documents Coordinate travel arrangements, accommodations, and transportation for project personnel.</p>
Role Requirements	<p>Proficient in English Bachelor's degree in Business Administration, Secretarial Studies, or related field preferred, Experience can be compensated with Education Proven experience as an executive assistant, personal assistant, or office secretary supporting senior executives. Excellent organizational and time management skills, with the ability to multitask and prioritize tasks effectively. Strong communication skills, both written and verbal, with a high level of professionalism and Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and other office software. Discretion and integrity when handling confidential information and sensitive matters. Ability to work independently with minimal supervision and exercise sound judgment in decision-making. Must be Guyanese</p>
Benefits	<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 & gas sectors.</p>
Apply	<p>Please forward your Curriculum Vitae to hr@opssg.gy Email subject must refer to the Job Position applied for & candidate Name:</p>
<p>Join Offshore Project Support Services (Guyana) Inc as an Office Secretary to Support Managing Director and play a pivotal role in ensuring the Managing Director's office operates efficiently and effectively. Apply now and become an integral part of our dynamic team!</p>	