

# 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:** Receptionist/Admin

**Department Name:** Facilities & Personnel Logistics

**Location:** Georgetown, Guyana

**Full / Part Time:** Full time

**Regular / Temporary:** Regular

## Responsibilities

- Schedule and coordinate meetings, appointments, and travel.
- Prepare and distribute correspondence, memos, and reports.
- Update office records, databases, and filing systems.
- Order and manage office supplies and inventory.
- Ensure compliance with company policies and procedures.
- Provide information and assistance to visitors, clients, and staff.
- Resolve basic inquiries and escalate complex issues.
- Assist in organizing company events and activities.

## Requirements

- High school diploma or equivalent;
- A diploma in office administration or a similar field is a plus.
- Strong interpersonal and organizational skills.
- Excellent communicator who pays keen attention to details.

**Click on the following link to apply:**

<https://modec-gy.us.careers.hr/p/dfd1bac84e6c4a349e8a1f9b9ac3bd3a-receptionist-admin>