

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 and Personnel Logistics

Location: Georgetown, Guyana

Full / Part Time: Full time

Regular / Temporary: Regular

Responsibilities

- Greet and welcome visitors in a professional and friendly manner.
- Answer, screen, and direct phone calls to the appropriate departments and handle incoming and outgoing mail and packages.
- Maintain visitor logs and issue visitor badges.
- 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.
- Coordinate office maintenance and repairs.
- 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: [Receptionist/Admin at MODEC Guyana \(careers.hr\)](https://careers.hr.modec.com)