

EXECUTIVE ADMINISTRATOR

Georgetown, Guyana

About Us

Schlumberger is the world's leading provider of technology for reservoir characterization, drilling, production, and processing to the oil and gas industry. Our common sense of purpose unites 85,000 people representing 170 nationalities with products, sales, and services in more than 120 countries. We supply the industry's most comprehensive range of products and services, from exploration through production, and integrated pore-to-pipeline solutions that optimize hydrocarbon recovery to deliver reservoir performance sustainably. We believe energy makes society progress and are looking for staff who never stop asking questions. If you share our passion for discovery and fascination with breaking new ground and are serious about doing your best work, there is nowhere better to build your career.

Job Summary

The Administrator/Office Supervisor is responsible for performing complex and confidential secretarial and administrative duties and executing assignments. This person applies advanced computer and process skills with a detailed understanding of the organization's operation, and assists their managers with with day-to-day activities.

Relationships:

Directly reports to the Division GeoMarket Managers and Managing Director.

Responsibilities:

Candidate's duties may include the following:

- Manage multiple and complex calendars for the executive team, for eg. meetings, client visits, travel etc.
- Manage travel arrangements and reservations for the executive team and special visitors
- Create memos, reports and agendas, type and proofread formal letters as per manager's request
- Perform administrative task inclusive of ordering supplies andn maintaining office inventory, maintaining department records and files, maintaining general company systems, and develop and implement office procedures
- Coordinate meetings and sit in to take minutes when required
- Schedule conference rooms, audio/visual equipment and other materials as requested
- Manage the payment of confidential invoices and complete the receipt of goods in the system
- Manage all company leases and follow up on payments to landlords in a timely manner
- Facilitate the relocation process for expatriates inclusive of shipping of belongings, house audits etc.
- Respond to queries in person, via telephone or email
- Maintain proper office etiquette and professionalism
- Other duties and special projects as assigned.

Minimum Qualifications and Requirements:

- Diploma in Business Administration
- Minimum 2-3 years Administration & Support to Executive Staff
- Excellent time management and organization skills, especially the ability to prioritize and multitask
- Effective and professional communication abilities, with all levels of employees, vendors and clients or guests
- Professional writing capabilities, including emails, letters, reports, documents and correspondence
- Phenominal customer service and interpersonal skills, Friendly and professional demeanor
- Good computer skills, including basic troubleshooting skills, Include word, excel
- Familiarity with word processing software for creating and contributing to spreadsheets, drafting and sharing documents and creating engaging and informative presentations
- Able to work independently

How to Apply

Send resume and cover letter to gycareers@slb.com with the subject line **Executive Admin – Your Name**. Resumes should also be saved with the applicant's first and last name. **The deadline for submission of application is November 30, 2020**

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.