



# VACANCY

## Receptionist/ Administrative Assistant

**CENTIPEDE OFFSHORE GUYANA INC.**

### **JOB SUMMARY**

Provide Receptionist, HR and administrative support to the operations as required.

### **ESSENTIAL FUNCTIONS**

- Serves visitors/calls by greeting, welcoming, and directing them appropriately
- Keeps a safe and clean reception area and conference room for clients and staff use.
- Logging and coding vendor invoices for payment process
- Coordinating Personnel logistics
- Book ground and air transportation, accommodation, medical services appointments (PCR and antigen tests) for all Client and Client 3rd party personnel.
- Keeping a log sheet for all the above.
- Liaise with rigs regarding passports copies, work permits and entry stamps.
- Compiling tax documents and liaising with tax agents.
- Organizing and tracking filing systems (both paper and electronic)
- Managing office stationary inventory.
- Organizing mailing, scheduling and following up on appointments.
- Perform other duties and special projects as assigned.

### **QUALIFICATIONS**

- 5 subjects CXC inclusive of Maths and English and/or Diploma in Business or related field from a recognized University or educational institution.
- 2 years relevant experience in similar capacity.
- Proficient in Microsoft Suite applications. and very organized.
- An ability to handle sensitive and confidential information with exceptional judgment and discretion.
- Strong communication skills, both verbal and written.

Applications can be sent via email to [resumes.guy@onejst.com](mailto:resumes.guy@onejst.com) on or before May 28, 2022.