



JOB VACANCY # 003/18
CSR Supporting Assistant

Date: 24th January 2018

MPRL E&P is privately owned, independent oil and gas exploration and Production Company with interests in both onshore and offshore Myanmar. Founded in 1996, we are now at an exciting stage in our development as we evolve to take advantage of new business opportunities, consolidate our successes to date and collaborate with other major E&P companies to progress new projects. MPRL E&P is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title	: CSR Supporting Assistant
Submission Deadline	: 06 February 2018
Department	: CSR & Communications
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: Head of CSR & Communications

The Supporting Assistant will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. The incumbent will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. The incumbent will collaborate with employees from different teams, so excellent interpersonal and communication skills are a must.

Job Summary

- Performs various secretarial and administrative functions of a routine nature under limited supervision.
- Assist in office management and department procedures

Job Description

- Provide administrative support for Head of Department and the Team as needed
- Schedule and plan meetings and appointments.
- Processes forms, applications, and other documents according to department instructions.
- Coordinate data for reporting – social, environmental, training, and statistics.
- Gather relevant information in relation to community development initiatives, in relation to the projects being undertaken.
- File materials in accordance with department procedures.

- Receive and review documents and forms for completeness and accuracy.
- Monitor level of supplies and handle shortages.

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Job Specifications: (Educational & Non-educational qualifications)

Education / Experience

- Bachelor degree in any discipline
- At least 2 years of relevant experience working in fast paced environment

Special Skills

- General office experience, ability to multi-task in a busy office environment
- Must possess good organization and administrative support skills with attention to detail.
- Working knowledge of office equipment
- Computer literacy (MS Office in particular)

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : www.mprlexp.com

Email : hr@mprlexp.com

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.