



JOB VACANCY # 008/18

Executive Secretary

Date: 06th April 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 : Executive Secretary
Submission Deadline : 20 April 2018
Department : Executive Management Office
No. of Position : 1 position
Probation Period : (3) Months
Start Date : As soon as possible
Reporting to : Sr. Staff Officer

Job Summary

Work under supervision of Sr. Staff Officer in coordinating tasks assigned by Senior Management of MPRL E&P Group of Companies. Serve as a point of contact for communication between MPRL E&P Project Team and Senior Management of MPRL E&P Group of Companies. Supports to Group General Manager in providing secretarial assistance, administrative support and performing numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Job Description

- Act as a point of contact for communications between MPRL E&P Project team and Senior Management of MPRL E&P Group of Companies for all relevant matters
- Organize and attend Weekly and Monthly Meetings; take minutes in English and keep notes during meetings, prepare meeting minutes and follow up the pending tasks of respective areas in order to assist to Group General Manager
- Perform all administrative related tasks of Group General Manager's Office to be smooth operations
- Handle all the appointments and meetings to be ensuring in place of calendar schedule of Group General Manager
- Answer telephone, take messages and answer inquiries within assigned scope of responsibility
- Liaise with colleagues and external contacts to make travel arrangement, accommodation, and others travel related activities / logistics for Group General Manager
- Take responsibility to maintain all incoming / outgoing correspondences including original Oil & Gas Contracts in Group General Manager Office

- Take responsibility to maintain the standardized documenting, filing, records and related assistance for programmed needs of operation
- Update all business cards in respective card holders / copy to record in computer / check for the distribution of Greetings Card and Calendar Process
- Take responsibility to ensure that all data is up-to-date in the intranet portal
- Assist in preparing Monthly Management Reports (MPRL E&P, MoEE, and MOGE Versions)
- Assist in preparing the manpower reports to be sent to MOGE on a bi-weekly basis as well as update the staff list and the organization chart of MPRL E&P on a monthly basis and/or each department as required
- Assist in preparing letters/ correspondences and other reports as required
- Take care of the computer-based information in a format that is easily and readily accessible
- Maintain and strict office procedures, determine matters of top priority / handle accordingly
- Coordinate with team to update Overseas / Local / MOGE / Other Ministries contact list for sending Greeting Cards & Calendars on a yearly basis
- Perform any additional tasks assigned by Sr. Management and team members of MPRL E&P Group of Companies
- Reserve rooms for appointments, meeting and conference calls, check conference facilities to ensure all are in functional order

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 Business Management / any Graduated, or another subject plus post-graduate or professional qualification in Management
- Understanding of Oil Industry related operations

Special Skills

- Detail knowledge and understanding of business practices relating to Secretarial tasks
- Good Command of both written, typed and spoken Myanmar/ English
- Proficient in software applications including MS Office, Power Point
- Quick learner
- Understanding of hospitalities

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.