



**JOB VACANCY # 001/19**  
**Executive Office Assistant**

Date: 5 February 2019

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 Office Assistant  
Submission Deadline : 22 February 2019  
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 GoCs Staff Members and Executive Office Staff Members. Provide administrative support and perform numerous duties, including handling visitor, routing callers, writing correspondence, emailing, answering question and requests.

**Job Description**

- Answer telephone, take messages and answer inquiries within assigned scope of responsibility.
- Arranging for Executive Floor Meeting Room and reserving for appointments, meeting and conference calls, check conference facilities to ensure all are in functional order.
- Liaise with staff in other departments and external contacts; phone calls, enquiries and requests, and handling them when appropriate.
- Updating and keeping all business cards copied to record for the distribution of Christmas card and Calendar process.
- Welcome visitors at all levels of seniority and inform to respective Departments.
- Coordination office management and administrative and event activities.
- Updating the GOC's Key Personnel Contact and Extension number in appropriate and distribution to respective Senior Management Office.
- Providing administrative and clerical support to departments or individuals.
- Monitoring not only reception area but also Executive Office Area to be groom, very clean and orderly with full of the fragrance and controlling the fragrance and accessories in order to avoid stock shortage.

- EoAs are expected to be assigned duty for occasional purposes except Sunday only and scheduling the duty roster by coordinating each other and report to Manager.
- Scanning, filling and relocating the office files and accessories orderly.
- Checking and tracking the parcel delivery after receiving the tracking number from courier services (DHL, EMS) etc.
- Monitoring and registering the GOC's case in/out register book accurately and timely especially to CEO's office, GXM's office and CXM's office.
- Preparing daily duty roster to check and describe in details the cleaner's job must be done for the executive floor.

**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 field. Degree in business administration with equivalent work experience in similar fields is preferred.
- Understanding of hospitalities
- Minimum 2 years working experience in administrative

#### **Special Skills**

- Acceptable command both written, typed and spoken Myanmar / English
- Computer literate (able to use MS Word, Excel, Internet and Email)
- Ability to maintain a high level of confidentiality.
- Be flexible and respectful, honest and trustworthy.
- Meet strict timelines and perform multiple tasks.
- Have effective stress and time management skills.
- Work independently and organize complex clerical tasks.
- Excellent editing and proofreading skills.
- Work harmoniously with individuals and groups of employees.
- Must be flexible enough to work overtime if needed.

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](http://www.mprlexp.com)

Email : [hr@mprlexp.com](mailto:hr@mprlexp.com)

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