

Assistant / Document Controller

SBM Offshore is a world leader in floating production solutions. Our main activities are the design, supply, installation, operation and the life extension of Floating Production, Storage and Offloading (FPSO) vessels. We employ over 4,800 people spread over eight locations, nine operational shore bases and the offshore fleet of vessels worldwide.

Through our local affiliate, Guyana Deep Water Operations Inc. (GDO), we are the Operator of the Liza Destiny FPSO, which will be located in the Stabroek Basin, approximately 200km northeast of Georgetown offshore Guyana.

We are looking for an **Assistant / Document Controller** to work in our office located in Georgetown.

The main responsibilities for this position include:

- Assist the Unit Manager and Operations team with day to day administrative tasks related to the FPSO;
- Assist with the preparation of daily, weekly and monthly reports;
- Coordinate the processing and distribution of documentation, both internally and externally;
- Ensure documents are stored appropriately;
- Ensure documentation is accurate and complete;
- Follow up with stakeholders to ensure timelines and deliverables with respect to documentation are met;

QUALIFICATIONS / SKILLS / EXPERIENCE

- Minimum of 2 years' experience in a similar or complementary role;
- Excellent oral and written English;
- Sharp eye for grammatical errors;
- Must be Guyanese living in Guyana.

WORKING CONDITIONS

- Monday to Friday, 8 hours per day;
- Office located in Georgetown;
- Busy, fast-paced environment.

COMPENSATION PACKAGE

- Permanent, full-time position;
- Competitive salary;
- Medical and dental benefits.

If you are interested in this exciting opportunity, please submit your CV to:

The Director

Manpower and Recruitment

El Dorado Offshore

23 Brickdam, Stabroek

Or email CV to recruitment.gy@eldoradooffshore.com

At this time we are seeking candidates who are Guyanese.

We wish to thank all those who apply for their interest, however only those selected for an interview will be contacted.
For more information on SBM, please visit www.sbmoffshore.com