

Energy without limits .



Join a successful growing
worldwide business.

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



Job title Executive Assistant

Location	Marabella, Trinidad, WI
Contract	Full-time, permanent
Core purpose	• To deliver high-level administrative support to Executive Management, ensuring all tasks are completed on time and in full compliance with OEG's health, safety, and quality policies, procedures, and standards.
Key responsibilities and accountabilities:	• Coordinate and manage calendars, schedule meetings, and organise travel arrangements to maximise the Regional Directors productivity and time efficiency. • Serve as the primary liaison between the Regional Director and internal and external stakeholders, managing communication, filtering emails, and responding to inquiries in a timely manner. • Compile, organise, and prioritise daily tasks across the group of companies, providing timely reminders to the Regional Director to ensure all deadlines are met. • Coordinate meeting logistics by booking rooms, distributing invitations, preparing materials, and ensuring all required resources are in place. • Assist in drafting, editing, and formatting presentations, reports and other business documents as required. • Maintain accurate records and organise filing systems to ensure documents are easily accessible and up to date. • Provide administrative support for various projects, including research and data compilation as required. • Remain available and adaptable to accommodate the Regional Director's schedule and business needs. • Handle all confidential and sensitive information with the highest level of integrity and discretion. • Perform all duties in accordance with established processes, procedures, and company standards. • Identify any breaches of established processes and escalate them appropriately. • Complete all work to a high standard within agreed timescales, ensuring OEG deadlines are consistently met. • Notify the Regional Director of any missing material or information necessary to ensure work is completed within agreed timescales. • Collaborate effectively with colleagues, providing support as needed to achieve team objectives. • Consistently comply with all health, safety, and quality procedures and processes.

	- Consistently represent the company in a professional and positive manner. - Continuously develop skills and knowledge in line with the evolving responsibilities of the role. - Maintain a positive attitude toward work and consistently deliver high levels of performance as expected by the company. - Perform any other reasonable duties or tasks as assigned by the Regional Director or authorised personnel.
QHSE responsibilities	To have an understanding of the areas of OEG QHSE Management Systems and Aims and Objectives relevant to the role. Comply with the requirements of OEG Policies and the responsibilities within the wider QHSE Management Systems. Promoting: - A proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes and performance. - Environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. - A quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.
Skills and experience:	- Minimum of one year's experience as an Executive Assistant or in a similar administrative role. - Strong communication skills with the ability to identify and address potential issues proactively. - Demonstrates punctuality, maintains an excellent attendance record, and follows instructions accurately and consistently. - Proficient in Microsoft Office, particularly Word and Excel. - Preference will be given to qualified local Trinidadian Nationals.
Qualifications:	Minimum of a Diploma in Business Administration or a related field of study.



Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

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This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, then please email us your cover letter and c.v. to hr.trinidad@oegoffshore.com