

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

### Technical Administrative Support

Our client, a multinational company, specialized in oil and gas, is looking for a “Technical Administrative Support” to accompany its activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	21/21
Department	Drilling department
Reports to	Drilling Manager
Year	2022
Headcount	1

#### Job Purpose/Summary

The Technical Administrative Support provides high quality administrative support to the Drilling Workover Department.

#### Key Accountabilities/Result Area

- Prepares agenda, pre-reading, presentation material and minutes for local leadership team meetings.
- Creates and maintain a yearly calendar for Drilling / Workover team meetings and engagements.
- Coordinates travel requirements, flights, cars, and hotels for Drilling / Workover staff.
- Prepares daily chopper manifest and compiles the various booking requests (external / internal)
- Generates reports for expatriate staff presence weekly.
- Prepares weekly / monthly reporting documents.
- Coordinate's office layout, relocations and liaising with General Services as required.
- In charge of stationaries, beverages, food monthly orders.
- Provides ad hoc admin tasks, i.e., couriering of documents, replies to external letters, arranging hospitality, car bookings, managing office supplies, scanning, photocopying, and faxing.
- Tracks APIPP Cards for Drilling Workover personnel.
- Supports new joiner's Induction Form & follow the data base.
- Tracks the validity of Drilling / Workover HSE documents (BOSIET, IWCF, Medical certificates...)
- Flexibility to meet the varied needs of the department/business.
- Additional project work as required.

## Interface & Dimensions

### External Interfaces

- Government authorities (SNH, Mines Ministry).
- APCC Contractors- e.g. Hotels, Flight agencies, Vendors/Suppliers, etc.
- Project partners (SNH, Perenco).

### Internal Governance

- All APCC Departments.
- Comply with company rules and regulations.
- Comply with business principles • No direct subordinates.
- Annual value of supervised contracts (in millions of US \$): none.
- Provide administrative support to Drilling / Workover staff.

### Key Challenges

- Carry out tasks in accordance with Company Policy.
- Managing a varied workload with minimum supervision in a demanding and changing environment.

### Experiences / Competence & Requirements

- B.Sc. in Business Administration / Management or any other Secretarial related disciplines.
- Advanced skills in Administrative Support and a minimum of 2 years' experience.
- Knowledge and experience in ADDAX invoice and budgeting process.
- Good communicating (French & English) and computing skills. (Word, Excel, Power Point)
- Demonstrate evidence of Enterprise first values and behaviors will be considered during the selection process.
- Able to communicate effectively and work in a multi-cultural environment.
- Team player

*All interested candidates should submit a CV and cover letter to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com/latest](http://www.tefonservices.com/latest) 3<sup>rd</sup> February 2022*

*This vacancy is open to all interested candidates both internal and external*



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