



ABOUT US

Deutsche Oel & Gas S.A. based in Luxemburg is the holding company of the Deutsche Oel & Gas Group which is focused on the exploration of natural gas and crude oil in the Cook Inlet basin, Alaska. The Deutsche Oel & Gas Group holds the majority of the mineral rights which entitle it to explore and produce crude oil and natural gas in a 337 square-kilometres area called the "Kitchen Lights Unit" located within the Cook Inlet basin.

YOUR ROLE

This fixed term role will be an excellent opportunity for an experienced secretary with 3 to 5 years secretarial experience gained within the financial sector.

Working in a small dynamic team, you will be actively assisting in secretarial and administrative tasks linked to other departments including accounting, compliance and legal.

Key responsibilities of the position include:

- Preparation of Word, PowerPoint and Excel documents including emails, letters, reports and presentations;
- General correspondence;
- Coordination and management of diaries, travel arrangements and meetings, internally and externally;
- Answering both internal and external calls promptly and politely;
- Other ad hoc duties.

YOUR PROFILE

- You hold a Degree in secretarial work or an equivalent degree;
- You have at least 3 years experience in a similar role;
- You are proactive, flexible and service-oriented;
- You are a team player and display a positive and enthusiastic attitude;
- You have outstanding organizational skills and an ability to manage your workload under pressure;
- You pay excellent attention to detail;
- You are skilled in typing and IT programs and familiar with the Microsoft Office applications;
- You have excellent communication skills and a good level in english (being our corporate language) french and german (some knowledge of other languages would be useful though not essential).

CONTACT

If your skills and experience meet our requirements, please send your application including credentials with the following reference « **Experienced Secretary** » via email to hr@deutsche-oel-gas.com.