

SPE Moscow is looking for a **Professional Assistant**

Key Accountabilities:

- Answering telephone calls
- Tracking office documentation and maintaining invoice register
- Writing translations (English into Russian and vice versa)
- Creating presentations in PowerPoint
- Scanning and copying documents
- Organizing conference support: participant registration, managing databases and materials
- Printing and processing participant questionnaires
- Managing travel support: tickets and hotel booking, visa support
- Keeping stock of stationery supplies for the office
- Working with corporate software

Education and Experience: Higher education, preference will be given to candidates with an oil and gas education or background including work experience in oil and gas companies

Skills:

- Literacy and a good command of English (oral and correspondence)
- Proficient in MS Office applications: Excel, Word and PowerPoint
- Good organizational and communication skills
- Great time-management and multitasking skills, including the ability to complete tasks within tight deadlines
- Reliable, committed, responsible and results-driven

If you are interested in this vacancy, please send your CV to spemos@spe.org.