



wintershall dea

ASSISTANT (M/F/D)

AT BUSINESS UNIT MEXICO, MEXICO CITY, MEXICO



LOCATION

Mexico City, Mexico



STARTING DATE

Next possible starting day



CONTRACT TYPE

Local Contract



DEPARTMENT

General Management



WORKING HOURS

Full-time



REFERENCE CODE

MXJH20

What you can expect

- Enhances executive's effectiveness by providing high-level administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings
- Make reimbursement requests, expense verifications and / or advance requests, among others.
- Provide travel logistic support.
- Logistics and coordination of events, meetings and video conferences.
- Participates in the preparation of reports/presentations.
- Comply with health and safety standards and procedures at work.

What we expect

- Bachelor's degree in Business Administration or related field.
- Minimum of 5 year of experience as executive assistant reporting directly to country manager
- Advanced MS Office knowledge
- Highly organized
- High sense of urgency
- Multi-task & able to work under pressure
- Discretion and confidentiality
- Excellent verbal and written communication skills
- Exceptional interpersonal skills
- Advance proficiency in Spanish & English is a must.

We offer

- Responsibility from day one in a challenging working environment.
- Networking and familiarization within the company.
- Work & life service which provides advice and supports in all matters affecting work, life, family and health.
- Global career opportunities and attractive remuneration packages.

Who we are

Wintershall Dea is Europe's leading independent natural gas and oil company with more than 120 years of experience as an operator and project partner along the entire E&P value chain. The company with German roots and headquarters in Kassel and Hamburg explores for and produces gas and oil in 13 countries worldwide in an efficient and responsible manner. With activities in Europe, Russia, Latin America and the MENA region (Middle East & North Africa), Wintershall Dea has a global upstream portfolio and, with its participation in natural gas transport, is also active in the midstream business.

Wintershall Dea was formed from the merger of Wintershall Holding GmbH and DEA Deutsche Erdoel AG, in 2019. Today, the company employs around 2,800 people worldwide from over 60 nations.

We are looking forward to your application! Please apply via: jobs-mexico@wintershalldea.com

Contact: Juan Pablo Hernandez, +52 55 5979 0364