



JOB DESCRIPTION

Position Title:	HSE Administrator, GoM	Position Type:	Exempt
Department/Group:	HSE	Location:	Houston, TX
Reports To:	VP, HSE	Direct Reports:	0

Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit www.kosmosenergy.com.

Basic Function

Perform various administrative duties in support of the HSE Department

Essential Responsibilities and Job Duties

- Provide administrative support to the HSE Team
- Compile and ensure accuracy of HSE statistics
- Research safety topics and/or training opportunities as needed
- Assist in the development of policies, processes, and procedures as they relate to HSE functions.
- Assist in the administration and further development of HSE Policy, Manuals, Standards, Procedures, and Safe Work Practices
- Maintain incident and Management of Change database
- Provide support in presentation/training development
- General Administrative/support duties.
- Coordinate travel as needed
- Collecting and organizing safety and environmental data and supporting documentation
- Manage various crisis management systems, including Everbridge, Veris, TravelTracker, etc.
- Assist with Internal Audit documentation requests
- Handle other projects, duties and responsibilities as assigned

Qualifications and Education Requirements



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- 3 - 5 years of administrative experience with a solid work history
- High School Diploma required
- Bachelor's Degree strongly preferred
- Ability to interpret and apply safety legislation and policy
- Knowledge of HSE statistical reporting
- Has experience supporting management level positions in a professional environment
- Proven ability to prioritize and multi-task
- Ability to handle and protect sensitive information in a confidential and professional manner
- Excellent MS Outlook, Word, Excel, Sharepoint and PowerPoint skills and is able to easily process documents
- Oil and Gas experience is a plus
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment

Attributes

- Strong interpersonal and communication skills
- Proven ability to prioritize and multi-task
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Has little need for close management supervision and direction and is comfortable and effective in an informal operating environment.
- Proven ability to collaborate with team and generate solutions
- Must be an energetic self-starter with a passion for their work. An engaged, "hands on" team player.
- Ability to handle and protect sensitive information in a confidential and professional manner
- Must be able to work with diverse employees, partners and governments from all parts of the world.
- Ability to handle multiple tasks and to coordinate efforts with other departments as required
- Advanced problem solving, time management, and decision-making skills required
- Advanced written and verbal communication skills, with the ability to partner effectively with all levels of staff

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:

Date:



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Approved By:		Date:	
Last Updated By:		Date/Time:	