



## JOB DESCRIPTION

<b>Position Title:</b>	Executive Assistant	<b>Position Type:</b>	Exempt
<b>Department/Group:</b>	CFO Group	<b>Location:</b>	Dallas, TX
<b>Reports To:</b>	SVP, Chief Financial Officer	<b>Direct Reports:</b>	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](http://www.kosmosenergy.com).

### Basic Function

This position provides executive support to the CFO as well as administrative coordination with multiple managers within the Greater Finance department.

### Essential Responsibilities and Job Duties

- Maintaining calendars and scheduling business appointments
- Organize on-site and off-site meetings, conference calls and events involving senior executives from within and outside the company
  - Assist in coordinating quarterly earnings conference calls and webcasts, high-level conferences, and roadshows
- Responsible for scheduling weekly team meetings and following up on action items
- Answering phones and directing to appropriate person, taking messages or forwarding to voice mail
- Coordinating complex domestic & international travel for team members
- Assist with PowerPoint presentations, including data collection, formatting, printing and distribution
- Coordinating conference calls and meetings with internal and external individuals
- Create, update and coordinate a variety of forms, letters, reports and memos
- Organizing and maintaining filing system, records and reports
- Arranging lunches, dinners and other events as needed
- Performs position functions with a high degree of ethics and confidentiality
- This position requires work be done during non-standard business hours due to the international nature of our company
- Position may require more than 40 hours of work per week and is expected to be in the office
- Handle other projects, duties and responsibilities as assigned

### Qualifications and Education Requirements

- 10-15 years of progressive administrative experience with a solid work history
- Experience supporting executive management level positions in a professional environment
- Proven ability to prioritize, multi-task and anticipate needs
- Ability to handle and protect sensitive information in a confidential and professional manner



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- Bachelor's Degree or some college course work highly preferred
- Proficient with Microsoft Outlook, Word and PowerPoint and able to easily process documents
- 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:	
Approved By:		Date:	
Last Updated By:		Date/Time:	