



JOB DESCRIPTION

Position Title:	Administrative Assistant	Position Type:	Non-Exempt
Department/Group:	Accounting	Location:	Dallas, TX
Reports To:	VP, Chief Accounting Officer	Direct Reports:	n/a

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

This position provides administrative support to the Chief Accounting Officer and supports the accounting and tax team in administrative tasks and miscellaneous accounting projects.

Essential Responsibilities and Job Duties

- Coordinating internal calls, video conferences and meetings
- Proactively maintaining calendars and scheduling business appointments
- Answering phones and directing to appropriate person and taking messages
- Organizing and maintaining filing system, records, and reports
- Administrative project support
- Planning and executing teambuilding events for the department
- Coordinating domestic and international travel
- Assisting with PowerPoint presentations
- Managing new and existing vendors in our accounting systems
- Receive and distribute mail for area
- Create agendas and manage weekly reports
- Back-up for Receptionist when requested
- Performs position functions with a high degree of ethics and confidentiality
- All other duties as assigned



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Qualifications and Education Requirements

- 1-2 years of administrative experience with a solid work history
- Can handle complex projects (i.e. printing and distributing materials in a form suitable for presentation for the Board of Directors, booking dinners and meetings abroad, etc.) with high degree of attention to detail
- Proven ability to prioritize and multi-task
- Ability to handle and protect sensitive information in a confidential and professional manner
- Proficient with Microsoft Outlook, Word, Excel and PowerPoint and is able to easily process documents
- Strong organizational and prioritization skills, with ability to handle multiple projects simultaneously.
- Oil and Gas experience is a plus
- Experience in service industry a plus
- High School diploma required
- Some college course work preferred
- 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.



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