



JOB DESCRIPTION

Position Title:	Junior Administrative Assistant	Position Type:	Non-Exempt
Department/Group:	CEO Group	Location:	Dallas
Reports To:	Senior Executive Assistant to the CEO	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

This position is a junior / entry level position that provides administrative support to the Senior Executive Assistant to the CEO and offers ‘learn by doing’ growth opportunities.

Essential Responsibilities and Job Duties

- Answering phones and directing to appropriate person, taking messages.
- Organizing and maintaining filing system, records and reports
- Administrative project support
- Coordinating domestic and international travel
- Assisting with PowerPoint presentations
- Arranging lunches and dinners / other special events as needed
- Coordinating conference calls, video conferences and meetings with internal and external individuals
- Proactively maintaining calendars and scheduling business appointments
- Type a variety of forms, letters, reports and memos
- Receive and distribute mail for area
- Back-up for Receptionist when requested
- Performs position functions with a high degree of ethics and confidentiality
- Position is nonexempt and will require overtime hours as needed beyond the scope of regular working hours (weekends / holidays)



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- Hours 8AM to 5PM
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- 1 year of administrative experience with a solid work history
- High school diploma required
- Some college course work preferred
- Can handle complex projects (i.e. printing and distributing materials in a form suitable for presentation for outside viewers -Board, partners, banks, etc., booking dinners and meetings abroad) 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
- Lives in Dallas, Tx
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment

Attributes

- Exceptional productivity skills. Can be relied on to get the job done accurately and on time
- Quick thinker with the ability to calmly handle chaotic situations
- Must have a strong work ethic, and a reputation for the highest degree of integrity and mature business judgment
- Thrives in an entrepreneurial environment. Must be an energetic self-starter with a passion for their work. An engaged, "hands on" team player.
- High achiever. Highly motivated, and relish the challenge at hand
- Someone who readily generates ideas; shows creativity and ingenuity and provides solutions
- A very confident professional who constantly raises the bar and presses the organization toward a higher level of achievement
- Must be comfortable and effective in an informal operating environment
- Must be able to work with diverse employees, partners and governments from all parts of the world

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



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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:	