

**Job Title:**

Office Assistant

**About Us:**

We are a global technology company, driving energy innovation for a balanced planet. At SLB we create amazing technology that unlocks access to energy for the benefit of all. We are facing the world's greatest balancing act- how to simultaneously reduce emissions and meet the world's growing energy demands. Our collective future depends on decarbonizing the fossil fuel industry, while innovating a new energy landscape. It's what drives us. Ensuring progress for people and the planet, on the journey to net zero and beyond.

More than 98,000 employees over 120 countries already started their SLB journeys. Start yours now!

If you would like to know more, please visit our website at <https://www.slb.com/>

**Location:**

Aberdeen

**Target Start Date:**

Summer 2025

**Duration:**

6 Months

**Job Summary:**

The Position holder is responsible for performing a variety of office administrative duties. Successful Position holders are excellent communicators, work well in teams, and have good organizational skills. The position reports to the EUR Executive Assistant.

**Responsibilities and Duties:**

- Coordinating the setup of numerous internal and external meetings, including the ordering of food and drink, booking meeting rooms and sending invitations.
- Assist with taxi and hotel reservations for the continuous stream of visitors.
- Monitor the ordering, distribution and tracking of employee seniority awards.
- Managing email correspondence and telephone calls.
- Using bespoke business computer systems.
- Liaising with suppliers/customers.
- Assisting with general purchasing of goods.
- General administration tasks.
- Assist colleagues and managers whenever necessary.

**Essential Requirements:**

- Previous experience not essential
- This position would suit school leaver/someone looking for a first-time office job
- Proficiency in Microsoft Office is preferred.

**BlueFlex Scheme:**

We offer hybrid working with a combination of on-site & home working days to achieve the right work-life balance and allotted time for participating in volunteering and sustainability efforts.

*SLB is an equal opportunity employer. Qualified applicants are considered without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran or other characteristics protected by law.*

#SLB #BalancedPlanet #Decarbonisation #NetZero #JoinUsNow