Risk Management Assistant
Job# 6653
Location: Houston, Texas
Duration: Full Time

This position works independently to perform a variety of general office duties for the Treasury and Risk Management department. In addition, will administrate the bond management program.

Responsibilities (include, but not limited to):

- Provide administrative support in the Risk Management and Treasury department
- Management of EOG's bond program including:
    - Respond to and process all aspects of new bond requests, companywide
    - Monitor and process all bond renewals and cancellations
    - Maintain and update risk management bond database, schedules, records and other documents
- Monitoring and organizing documents related to bond management
- Work with internal personnel and external bond vendors
- Provide back-up on special Risk Management projects and insurance programs
- Under the direction of the Treasurer and Director of Risk Management, maintain and update files, databases, records, and other documents and perform routine analyses and calculations in the processing of data for recurring internal and external reports

Requirements

- Minimum 1-3+ years in an Administrative, Accounting, or Risk role within an Oil & Gas company
- High school diploma or GED required, Bachelor's degree preferred
- Legal or Insurance and Risk Management experience a plus
- Excellent administrative and organization skills
- Strong communication skills: written, verbal and listening
- Ability to balance multiple priorities and multi-task in a fast-paced environment
- Detail-oriented in order to complete work accurately and timely
- Financial analysis skills
- Advanced Computer Skills (i.e., MS Word, Excel including pivot table skills)
- M/S PowerPoint
- M/S SharePoint

Position will be filled at a level commensurate with experience.

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