

## Career Opportunity

July 2019

### Administration Assistant (Mumbai Office)

Cockett Group, one of the world's largest value-added resellers and physical suppliers of marine fuels and petroleum products and services has recently announced an exciting new opportunity for an experienced and proactive Administration Assistant to be based in our Mumbai office.

#### Job Purpose:

The role is designed to provide general office administration and front office support.

#### Responsibilities include:

- Administrative support to all staff within the region.
- Office management and supplies.
- Acting as the regional conduit for HR matters to the Head Office.
- Assisting in the set-up of new offices and branches, through infrastructure, documentation, and employment.
- Assistance with vendor registration processing.
- Preparation of various reports.
- Expense Claim Management.
- Assisting with travel requirements.
- Day to day data entry and assisting in preparation of reconciliations.

#### Skills/Qualifications:

- English – Written & Verbal (Fluent).
- Bachelor's degree.
- Fluent in written and verbal communication skills in English and Hindi is a must.
- Sound knowledge of MS office applications.
- Candidates with experience in Tally software will be preferred.
- Minimum of 2 years within an administrative/ accounts role.

#### In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- Opportunity to develop a challenging career in an International Group

**All interested applicants please forward your CV with a short covering letter to:**  
[humanresources@cockett.com](mailto:humanresources@cockett.com)