



JOB DESCRIPTION

Position Title:	Receptionist	Position Type:	Non-Exempt
Department/Group:	Human Resources/Facilities	Location:	Dallas, TX
Reports To:	Generalist, Human Resources	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 Sustainability Report. For additional information, visit www.kosmosenergy.com.

Basic Function

The Receptionist is responsible for providing the highest level of customer service by managing the front desk, assuring that phones at the main desk are always answered promptly and courteously, as well as greeting and directing visitors in a professional and timely manner.

Essential Responsibilities and Job Duties

- Issue visitor badges and ensure that visitor is escorted from lobby to destination.
- Ensure all phone calls are answered and transferred to the appropriate employee.
- Alert Office Services Supervisor to any security issues.
- Update Company phone list
- Assist with ordering and coordinating delivery of Company breakfasts and lunches. Design and post monthly meal menus for bulletin boards. Assist in coordinating any Company functions as needed.
- Submit maintenance requests to building management and notify requester when maintenance is completed.
- Responsible for ordering business cards.
- Collect and file completed building access forms and request access cards from building management. Coordinate necessary activation/deactivation with IT. Create employee/contractor access cards and issue parking permits. Update Master Access List.
- Maintain Vendor Profile List. Coordinate with appropriate vendors as needed.
- Sign for packages at the reception desk and direct the deliveries to Mailroom. Assure packages are delivered timely to recipient.
- Responsible for Courier service requests.



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- Contact Taxi service as needed for Kosmos guests; maintain taxi vouchers and log.
- Assemble and maintain supply of Kosmos brochure packets.
- Order office supplies and manage supply closet inventory.
- Administrative support to other administrative assistants/departments as needed.
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- Minimum of 2 years of experience working in a professional organization as administrative support
- Basic MS Office and Outlook skills
- Professional appearance, demeanor and communication skills
- Work Hours are 8am – 5pm Monday through Friday
- Outstanding customer service skills
- Able to work in a fast-paced environment
- High School diploma required
- Some college course work preferred

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



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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:	