

Position at AOGO

AOGO has an opening for Project Officer in its Delhi office.

AOGO- AOGO is the association of Oil & Gas Operators, has all significant upstream companies operating in India as its members, and is well recognised in its area of activity. It was established in 2006.

POSITION This position looks after the activities in Delhi office. The position has three main components

- a. Administrative. Organizing the meetings, preparing minutes, maintaining office (online) records including Accounts, and providing required information to members.
- b. Information Management – Maintain and update Website and information service of the association
- c. Project Work – Assisting in developing position papers, new projects, acquiring information.

REQUIREMENTS Minimum requirement is graduation, good command of written and spoken English, Microsoft office, basic document handling and some minimal bookkeeping.

Desired qualifications include some knowledge of Oil & Gas industry, analytical abilities, and commercial exposure.

The job will suit persons who are self starters and able to perform by themselves without supervision.

Applications may be e-mailed to ashu@aogo.in