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Administrative Assistant-Full Time-RSCMD4113

Description
Reliable Staffing Midland is now seeking an Administrative Assistant. Description: The person in this role will be conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, arranging conference calls, scheduling meetings and travel. Essential Functions: Working knowledge of the oil and gas industry. Maintain a filing system for the various business unit documentation. Assist in preparing reports, bulletins and alerts. Assist in document control both electronically and hard copy. Support the activities of a fast-paced multi-functional business team. Perform word processing of letters, memos, reports, agreements, exhibits and general business correspondence. Prepare presentation materials including charts, graphs and slides. Schedule appointments, make travel arrangements and schedule meetings. Coordinate and manage logistics for business unit celebrations, technical conferences and meetings. Store, retrieve and integrate information for dissemination to business unit. Prepare time reports, expense reports and organization charts as needed. Perform general clerical and office duties as assigned.

Job Location
4500 W. Illionois Suite 203 M, 79703, Midland, Texas, United States

Valid through
18.09.2029

Base Salary
$ 32,000 - $ 50,000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

Industry
Administrative and Support Services

Qualifications
Qualifications: Skills: Able to work multiple tasks simultaneously and manage ones own time. Solid skills in Microsoft Word, Excel, PowerPoint and Outlook with some knowledge in MS Access and Project. Good communication and interpersonal skills. Handle confidential information with discretion. Highly effective team player with a positive attitude. Exceptional organizational skills with the ability to prioritize, multi-task and meet deadlines. Willingness and ability to learn and take on more complex tasks. Takes responsibility for completing tasks with minimal supervision. Good time management and problem solving skills. Ability to manage files for linking to web pages and other documents. Ability to assist the business unit with a variety of constantly changing tasks. Experience: Minimum 3 years experience as an administrative assistant or similar work experience. Additional Desired Qualifications: Comprehensive understanding of business units related terms is preferred. Working knowledge of the oil and gas industry. Working knowledge of Regulatory Reports and Compliance.

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