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Administrative Assistant **Job Description**

Job Summary:

The Administrative Assistant facilitates the efficient operation of the organization by performing a variety of clerical and administrative tasks.

Duties:

- Answer and transfer phone calls, screening when necessary.
- Welcome and direct visitors.
- Maintain filing system as assigned.
- Retrieve information as requested from records, email, minutes, and other related documents; prepare written summaries of data when needed.
- Responds to and resolve administrative inquiries and questions.
- Weekly mail/town runs.
- Distribute mail to corresponding departments.
- Coordinate monthly company BBQ, summer picnic and year-end holiday party.
- Ensure break rooms are fully stocked and maintained.
- Order office supplies.
- Order furniture.
- ADP Policy uploading/updating.
- Track Jeep usage and report to accounting.
- Keep track of vehicle registrations, tag jeep and truck vehicles.
- Fueling Pool Vehicles (Jeeps)
- DMV Employee Pull Notice Program Management.
- Trek Ordering and corresponding.
 - field signs / decals
 - MOC gear/ apparel / logo items
- Well sign ordering as needed.
- Contractor Data Management
 - Vendor Set Up/ Onboarding (HSE would still do the HSE questionnaire and review)

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- Vendor updates in OGSYS
- COI tracking and filing
- Vendor Spreadsheet management
- Assist HSE with managing uniform program.
- Other general administrative tasks as needed.

Qualifications:

- High school diploma required.
- Human Resource experience desired.
- Health & Safety experience desired.
- Must have strong work ethic.
- Must be well organized and a self-starter.
- Must be able to follow standard operating procedures.
- Must have the ability to communicate effectively verbally and in writing.
- Attention to detail, professional attitude, reliable.
- Proficient in Microsoft suite: Excel, Word.
- Ability to interact with employees and vendors in a professional manner.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.