



**Position Title:** Junior Office Administrator

**Position Location:** Calgary, Alberta

**Reports to:** Senior Operations Analyst

### **Position Overview**

The Junior Office Administrator role is responsible for providing administrative and operational support duties in relation to the business.

### **Responsibilities**

- General administrative duties such as ordering office supplies, managing phone calls and correspondence such as mail and couriers
- Review MWD gamma logs, check for accuracy and deliver completed logs to clients
- Expense report processing
- Assist with corporate phone plan inquiries such as ordering new devices, add travel plans, etc.
- Act as a liaison between employees and Pacesetter's IT company
- Assist with data entry into custom software system
- Assist with generating purchase orders for tool repairs

### **Education, Experience, Technical Qualifications**

- 2 – 3 years' experience in an administrative role
- Oil and gas industry experience is preferred
- Strong Microsoft Office skills (Word, Excel, PowerPoint)
- Administrative diploma or degree is an asset
- Ability to quickly acquire knowledge and skill with differing types of software

### **Candidate Profile**

- Ability to manage multiple priorities
- Superior detail orientation; values accuracy and has high standards around quality of work
- Process thinker with high degree of initiative and ability to work independently
- Positive approach with willingness to do what is needed
- Ability to work in a fast-paced environment
- Strong team player with an optimistic attitude
- Exceptional organizational skills

If you are interested in applying for this position, please send a cover letter and resume in one file with the subject line "Jr Office Administrator" to [careers@pacesetterdirectional.ca](mailto:careers@pacesetterdirectional.ca). Please note you must be eligible to work in Canada.