



OFFICE ADMINISTRATOR

JOB DESCRIPTION:

Westbrick is currently searching for an Office Administrator; this is a permanent position responsible for providing general office administrative and reception duties in a fast paced environment while maintaining high standards of accuracy. Some specific duties and responsibilities include but are not limited to:

Key Responsibilities

- Manage the reception duties, ensuring all visitors and staff are welcomed in a courteous and professional manner, answer and manage phones and email accounts, coordinate couriers and manage all incoming/outgoing mail
- Assist with the compilation and distribution of Corporate Board meeting materials
- Perform general clerical duties which include, but are not limited to, photocopying, scanning, faxing, mailing and filing as required
- Order and maintain general office & special supplies (business cards, stationary, filing supplies, toner, paper, coffee etc.)
- Primary contact with building maintenance staff for access cards, office maintenance, furnishing needs, moves etc.
- Organize meetings, luncheon reservations and events as required
- Ensure daily housekeeping duties are performed to keep the office in a clean and functional condition
- Catalogue Geological samples for storage
- Record Weekly Corporate Meeting Minutes
- Perform various online AER searches as required
- Assist with Accounts payable input
- Some assistance with JV administration
- Assisting other staff as needed

The ideal candidate will possess the following:

- Minimum of 5 years administration experience in an Oil & Gas Office
- Proficiency in using Microsoft Word, Excel & Outlook
- Exceptional attitude – professional, organized, approachable and accommodating
- Possess excellent verbal and written communication skills
- Self-motivated
- Proven track record for attendance and reliability
- Ability to multi-task, prioritize, and work calmly under tight deadlines

If you are interested in joining our team, please submit your cover letter and resume, in confidence, along with your salary expectations to HR@Westbrick.ca We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.