



Administrative Assistant/Reception

Santa Fe Midstream LLC – Plano, TX

Plano, Texas based oil and gas midstream business is in need of an administrative assistant to support the Office Manager and Controller with organizational tasks related to oil and gas midstream projects and assets. The Qualified applicant will be a motivated self-starter who will be able to quickly and efficiently handle the many diverse tasks associated with this position. Attention to detail, good organizational skills and the capability to multitask is essential. Ability to work in a team environment with a professional attitude and work ethic is a must.

Responsibilities include but are not limited to the following:

- Open and close office daily
- Greet all visitors and assist in directing to specific individuals or locations
- Answer multiline VOIP system efficiently and professionally
- Maintain executive kitchen supplies and appliances
- Maintain supplies and workroom
- Assist with business related errands
- Assist with maintenance of filing system
- Assist with travel arrangements for business development group
- Assist with monthly expense reports
- Assist with vendor management
- Assist with contract administration
- Ad hoc help related to daily accounting activities (AR/AP, reporting requests)
- Additional tasks as needed

Requirements:

- Proficiency in Microsoft Office related products: Word, PowerPoint, Excel
- Attention to detail
- Written and verbal communication skills
- Organizational skills and the ability to multitask

Benefits include:

- Health insurance
- Retirement benefits
- Paid holidays
- Sick leave and vacation time

Submit qualified resumes via e-mail through careers@santafemidstream.com.