

Administrative Assistant (e.g. Aug.15, 2024)

Company: Connection Energy Services Inc. (CES)

Location: Dickinson, North Dakota

Employment Type: Full-Time

Work Hours: 40 Hours per Week

Company Overview:

Connection Energy Services Inc. (CES) is a leading provider of specialized services in the oilfield, offering solutions such as combo and hydro-vac services, fluid and potable water hauling, and pressure and steamer truck operations. Safety, compliance, and operational excellence are at the core of everything we do. Our dedicated team ensures that both the public and our staff operate in a safe and efficient environment, while maintaining strict adherence to all regulatory requirements, including but not limited to the Fair Labor Standards Act.

Position Summary:

The **Administrative Assistant** at CES plays a vital role in supporting multiple departments, including DOT Compliance, Safety, Operations, and HR. This position requires a detail-oriented, organized, and proactive individual who can manage multiple tasks and responsibilities across these key areas. Administrative Assistants help maintain records, assist with compliance documentation, and ensure the smooth flow of information across the company. As a central point of support, the role requires flexibility, professionalism, and a strong understanding of office dynamics, confidentiality, and team collaboration.

Key Responsibilities:

- **Account and Invoice Management:**
 - Assist with the maintenance of accounts payable, processing invoices, and ensuring that financial records are up to date.
 - Scan, file, and organize all relevant documents in a systematic manner to ensure cost efficiency and transparency.
 - Maintain accurate records of payments, receipts, and financial transactions related to operational expenses.
- **Safety and Training Coordination:**

- Help organize and track employee safety training, ensuring that all certifications and training schedules are up-to-date.
- Maintain compliance with regulatory safety standards, helping ensure the team's adherence to safety requirements.
- Provide support in maintaining personnel records and managing employee training schedules.
- **Record Management and Filing:**
 - Manage and organize confidential employee records in compliance with company policies and privacy regulations.
 - Ensure that all records and files are scanned, stored, and easily accessible for reporting, auditing, and compliance purposes.
- **Collaboration and Communication:**
 - Work closely with DOT Compliance Officers, Safety Officers, and HR to ensure that all required documents are submitted and records are maintained.
 - Provide support for administrative functions within the team, maintaining a high standard of professionalism in communication and interaction.
 - Ensure that all communications, both internal and external, are handled in a professional and timely manner.
- **Software and Program Training:**
 - Stay up to date with CES's software and programs, specifically Google Workspace and Microsoft Office, and assist with training and onboarding as necessary.
 - Ensure that all tasks are completed in accordance with CES's software systems and operating procedures.
- **General Office Support:**
 - Provide administrative support as needed, including data entry, scheduling, and assisting with other tasks related to office management.
 - Assist with any additional tasks as assigned, helping to maintain a smooth and efficient office environment.

Qualifications:

- **Education & Experience:**
 - High School Diploma or GED equivalency is required.
 - Previous experience in an administrative support role is preferred, especially in the oilfield or related industries.
 - Knowledge of oilfield operations and the industry's regulatory environment is highly desirable.
- **Technical Skills:**
 - Proficiency in Google Workspace (Docs, Sheets, Gmail, etc.) and Microsoft Office Suite (Word, Excel, Outlook).
 - Familiarity with financial management software and office management tools is a plus.

- **Soft Skills:**
 - Excellent organizational and time-management skills with a keen eye for detail.
 - Ability to manage multiple tasks simultaneously and prioritize effectively.
 - Strong communication skills, both written and verbal, with the ability to interact professionally with internal teams and external stakeholders.
 - Ability to handle confidential information with discretion and adhere to privacy policies.
 - **Other Attributes:**
 - Ability to work independently as well as part of a collaborative team.
 - Strong problem-solving skills and a proactive approach to administrative tasks.
 - Flexibility to adapt to changing needs and priorities within a fast-paced environment.
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Working Conditions:

- This is a full-time position, requiring 40 hours per week in the business office.
 - Regular office hours with occasional flexibility required based on business needs.
 - CES operates in a dynamic and fast-paced environment, and the Administrative Assistant must be adaptable and ready to contribute in various areas as needed.
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Benefits:

- Competitive salary
 - Comprehensive benefits package, including health, dental, and vision insurance.
 - Professional development opportunities and career growth potential.
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Why CES?

At CES, we value our employees as integral parts of our success. We provide a supportive work environment with opportunities for career advancement and skill development. As an Administrative Assistant, you will be an essential member of our team, ensuring that CES's operations run smoothly and efficiently while upholding our commitment to safety, compliance, and excellence in service.

How to Apply:

To apply, please submit your resume and cover letter to office@connectionenergyservices.com.



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