

Administrative Assistant I

Department: Executive
Reports to: COO and VP Finance
Location: Houston, Texas

DESCRIPTION:

Assist in the administration of the Premier Oilfield Laboratories HQ. Lab activities include multiple, simultaneous projects involving the analysis of core and fluid samples collected during the drilling and completions of oil and gas wells.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Front desk.
- Generate presentations and final reports.
- Invoice clients.
- Resolve billing issues.
- Answer telephone.
- Maintain file system.
- Assist in Marketing support.
- Perform other duties as assigned by the COO or VP Finance.

QUALIFICATIONS:

- High School or Equivalent.
- Some administrative assistant experience preferred.
- Basic understanding of bookkeeping.
- Intermediate skills with Microsoft Office suite, including Microsoft Outlook, Excel and Word.
- Experience a plus

PERSONAL ATTRIBUTES:

- Positive attitude
- Self-starter
- Works well in a team environment
- Ability to multi-task
- Ability to adapt to changing work conditions
- Strong written and verbal communication skills

The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor and/or manager.



The above statements are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended as exhaustive list of all job duties, responsibilities and requirements.

All interested parties should send their CV/resume for consideration to:

careers@premieroilfieldlabs.com

ABOUT PREMIER OILFIELD LABORATORIES

Premier Oilfield Laboratories ("Premier") brings together a multidisciplinary team of experts who utilize breakthrough technologies and progressive approaches to help our clients understand how to better design exploration and exploitation strategies, optimize production and mitigate risk.

The rapid growth and achievement of Premier and its clients is anchored in our philosophy of "keeping science ahead of the drill bit". Our business and our industry depend on finding new and efficient means of increasing returns on investment while minimizing costs. Our success is our clients' success.

We strive to cultivate an environment in which expert scientists and engineers can design novel concepts to solve extremely difficult problems, generating solutions for industry challenges together with the support of an internal lab and industry consultants.

Premier provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Premier complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.