

# Administrative Assistant I

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**Department:** Core and Fluids Lab

**Reports to:** Lab Manager

**Location:** Midland, Texas

## DESCRIPTION:

Assist in the administration of the Lab in Midland. 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:

- Generate final reports.
- Invoice clients.
- Resolve billing issues.
- Invoice and maintain storage inventory.
- Answer telephone.
- Maintain file system.
- Perform other duties as assigned by the Laboratory Manager.

## 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](mailto:careers@premieroilfieldlabs.com)

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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.

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