

<p style="text-align: center;">Firemaster Oilfield Services Job Description ADMINISTRATIVE ASSISTANT</p>	<p>Revision 31-MAY-10 Page 1 of 1 JD ADM ASST Approval</p>
---	--

Job Summary:

- Reporting to the Administrative Support Supervisor, the Administrative Assistant is responsible for departmental clerical tasks. Duties include answering phones, greeting visitors, processing documents, and effectively communicating with other Firemaster departments. This position requires efficiency, accuracy, and organizational and interpersonal communication skills along with a friendly and outgoing manner. Responsibilities may vary based on workloads and skill levels.

Responsibilities:

- Answering and directing incoming phone calls and faxes
- Greeting and assisting customers, employees, and other visitors
- Processing and tracking external and internal mail and courier deliveries
- Preparing bank deposit envelope when required
- Proofing and editing of customer bids and quotes
- Maintaining mail supplies inventory and other office supplies
- Publishing monthly inter-company newsletter
- Compiling and distributing various monthly reports and documentation
- Providing and requesting insurance information
- Maintaining company asset database
- Assisting with the creation and updating of department procedures
- Leading the monthly safety meeting when assigned
- Responding to internal and external inquires and supporting other Administration departments
- Other duties as assigned by the Administrative Support Supervisor

Qualifications and skills:

- Proficient with MS Office programs
- Grade 12 or equivalent
- Previous office experience preferred
- Detail oriented and accurate
- Approachable and positive demeanor
- Good organizational skills and the ability to multi-task and prioritize work
- Able to meet deadlines
- Capable of handling interruptions while maintaining focus
- Effective and excellent inter-personal communication skills