



JOB OPPORTUNITY

Company or Organization: Walker Elliott
Website Where Applicants Should Send Their Resumes: <http://www.walker-elliott.com/Home/default.aspx>
Instructions to Applicants: Please forward resumes to resumes@walker-elliott.com or apply online. Please no phone calls.
Posting Start Date: 03/20/2017
Posting End Date: 03/26/2017
Job Category: Administrative
Oil & Gas Experience Required? Yes
Job Title: Office Manager/Executive Assistant

Job Description:

Private E&P company in Houston seeking an Office Manager/EA to support a small operating office.

Responsibilities:

- Organize office procedures
- Facilitate an efficient working environment
- Perform Executive Assistant duties (prepare expense reports, travel arrangements)
- Receptionist duties (answer and direct phone calls, maintain inventory)

Requirements:

- Must have oil and gas experience and a good understanding of oil and gas terminology
- 3-8 years of experience
- High energy and initiative
- Ability to multi task
- Proficient on Microsoft suite (Power Point, Word, Excel)

Experience in at least one of the following would be a plus:

- A&D
- Reserve reporting
- Regulatory reporting
- Production reporting

Bachelor's a plus

Client cannot provide sponsorship at this time.

- All candidates must be Permanent Residents or US Citizens to be considered.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.