

COLT MIDSTREAM

Job Description

Title: Administrative Assistant

Reports to: Director – Pipeline Operations

Department: Operations

Exemption Status: Non-exempt

Location: Springtown, TX

Time: Full-Time

Primary Focus:

The Admin will perform several functions in our Springtown office, including data entry, maintaining office supplies and cleanliness, supporting the Supervisor in all projects, invoices, and troubleshooting.

Key Accountabilities:

- Performs all job functions within the Safety and Environmental policies of Colt Midstream, LLC and Governmental laws and orders
- Maintain overall cleanliness and organization of the Springtown office, including kitchen, conference room, and supply closets
- Welcome office guests and direct them to the person they're visiting
- Receive and distribute mail, along with notifying employees of shipments from UPS, FedEx, etc.
- Oversee housekeeping and maintenance vendors for Springtown and Decatur offices
- Order office and kitchen supplies for both Springtown, Decatur, and Jacksboro offices
- Schedule and maintain office calendar, including meetings and events
- Order and pick-up meals for meetings, office events, etc. for both Springtown, Decatur, and Jacksboro offices
- Maintain several spreadsheets for the company, including Phone List and Department & Account Codes List
- Order business cards for employees as needed
- Assist supervisors with annual budgeting for their departments
- Confidently create Excel spreadsheets for directors and other management as needed
- Perform various administrative duties such as filing, copying, binding, scanning, etc.
- Coordinate with employees and IT to help with troubleshooting hardware and program operations
- Support centralized AP process with invoices, coding queries, new vendor setups, etc.
- Process invoices for multiple East area supervisors and offices
- Create WO's and PO's as needed for the East area supervisors and sometimes the West area supervisors if needed (admin off, etc.). Approve Project WO's or PO's that might be charged to one of the departments I approve for.
- On a quarterly basis, collect all Vehicle Inspection Reports for entire company and enter data on the Vehicle Mileage Report, then send to CEO and Directors
- Assist with safety management by updating the safety database with new or terminated employees and entering safety rosters
- Manage employee clothing program



- Assist with company-wide events such as the Christmas Party, ordering employee appreciation gifts, etc.

Physical Demands:

- Performs weekly physical tasks as necessary with medium lifting requirements, such as lifting heavy packages, moving tables and chairs, and carrying bulky supplies; the employee must frequently lift and/or move up to 35 pounds

Work Environment:

- Office environment
- Works mostly unsupervised

Qualifications:

Education:

- High School Diploma/GED required
- Associate or bachelor's degree preferred

Experience & Skills:

- Proficient in Microsoft Suite (Excel, Word, SharePoint, etc.)
- Ability to prioritize and manage tasks efficiently and with a positive attitude
- Ability to create and implement processes
- Basic accounting knowledge preferred
- Strong interpersonal, verbal, and written communication skills
- Self-motivated and driven
- High integrity
- Valid driver's license and excellent vehicle driving record

Expectations:

- 40-hour week

Certificates and Licenses:

- None

The above profile is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of accountabilities, qualifications, or other aspects of the job.

