

## Position Summary

The Operations Administrator supports Plant Operations, Rentals and Service and the Health, Safety and Environmental departments for FilterBoxx Energy Services. Reporting to the Plant Operations Manager; the Operations Administrator will work closely with other FES department managers assisting in the day to day administrative activities of data entry, financial tracking, and updating records and reports.

## Roles & Responsibilities

- Administration support for Operations;
- Experience with financial administration;
- Previous experience working with financial or accounting software systems;
- Responsible for filing, report writing and scheduling;
- Manage Operation's travel program; book travel reservations for all Operations related travel, while minimizing the cost of corporate travel;
- Maintain database information in the various programs and update as required;
- Route information provided by the programs to the appropriate personnel for action;
- Assist the various departments with general administrative duties;
- Manage working with different departments and with the ability to prioritize workload and meeting deadlines;
- Coordinate maintenance of the office and company equipment;
- Other duties, as required.

## Location

Spruce Grove, Alberta

## Qualifications

### Education/Experience

- Post secondary diploma/certificate in Administration or related discipline;
- Minimum 5 years administrative experience;
- Experience with Microsoft Dynamics Great Plains software or similar financial management software is an asset;
- Advanced MS Office skills, including Excel, PowerPoint, Outlook, and Word. Visio experience is an asset. Ability and desire to learn new systems and software; Skill
- Highly organized and efficient.
- Strong communication (written and verbal), and interpersonal skills, with the ability to build solid relationships; interact positively and work confidently with staff at all levels.

- Effective prioritization, problem solving, and sound judgment; successfully handle conflicting deadlines and frequent interruptions.
- Professional and discrete, with high standards of ethics and confidentiality, when handling sensitive information.

## **Work Environment**

- Office Environment

## **Travel Required**

- Minimal travel is required in this role

## **Health & Safety Responsibilities**

- Work in accordance with all legislated obligations.
- Work safely, and report all unsafe or unhealthy conditions.
- Be certain that the work assignments/activity does not create a condition that could be injurious to themselves or others.
- Become familiar with, and abide by, the rules, regulations and guidelines.
- Follow the safety instructions of their supervisor and/or work procedures.
- Report all injuries, incidents or workplace illnesses to the immediate supervisor as soon as possible, and cooperate with any investigation made to determine cause and future preventative measures.
- Cooperate with employer in the implementation of an early and safe return to work program.

## **Quality Management System Responsibilities**

- Promote a quality culture.
- Follow procedures applicable to the role as per the Quality Management System.
- Report potential nonconformities.
- Implement correction, corrective action or preventive action as required.