



OFFICE ADMINISTRATOR SUMMER STUDENT

The Office Administrator position is a multi-faceted role to be responsible for administration duties as well as support our Office Services and Shop team.

Responsibilities include:

- Follow office workflow procedures to ensure maximum efficiency
- Perform basic bookkeeping activities
- Data entry into Terra computer systems and assisting Project Managers with reporting
- Schedule flights and hotels for our field team
- Upload supplier bills into our AP System
- Send out statements to our customers
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Other responsibilities that may arise from time to time and only as discussed and agreed to by yourself, Finance Coordinator and Operations Director.

Education and experience:

- Proven experience as an office coordinator or in a similar role
- Outstanding knowledge of MS Office, "back-office" and accounting software

Skills and competencies:

- Experience in energy, service company or natural resource sector will be a plus
- Knowledge of basic bookkeeping principles and office management systems and procedures
- Good working knowledge of Microsoft Word, Excel, and Outlook
- Project management, communication and organizational skills, and the ability to work in a fast-paced environment are essential.
- Working knowledge of office equipment
- Excellent communication and interpersonal skills
- Ability to work in a team environment
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism

DETAILS

- **FULL-TIME, FIXED TERM CONTRACT**
- **LOCATED IN CALGARY, AB**
- **8 HOUR SHIFTS**
- **IN-PERSON**

EDUCATION

- **OUTSTANDING KNOWLEDGE OF MS OFFICE, "BACK-OFFICE" AND ACCOUNTING SOFTWARE**
- **GOOD WORKING KNOWLEDGE OF MICROSOFT WORD, EXCEL AND OUTLOOK**

EXPERIENCE

- **PROVEN EXPERIENCE AS AN OFFICE COORDINATOR OR IN A SIMILAR ROLE**

APPLY AT

CAREERS@TERRA-WATER.COM