



Available Job Opportunity: Field Office Administrative Assistant in Shidler OK

This is a full-time on-site role in Shidler, Oklahoma.

CapturePoint is seeking an organized, motivated self-starter to manage and execute all administrative responsibilities for a professional field office in the oil and gas industry. The ideal candidate will: perform a wide range of office tasks; ensure professional standards for all service, guest and field staff functions; and enjoy working in a dynamic environment representing a leading-edge company.

The Field Office Administrative Assistant will report to the local Field Foreman but spend most working hours independently discharging routine office duties. Qualified candidates will have some experience as both an office assistant as well as in the oil and gas industry. Preferred candidates will demonstrate exceptional abilities to multi-task, manage workflow effectively, be attendant to details, and maintain strict standards of accuracy and confidentiality. A positive attitude, great people skills, a willingness to jump in and help whenever possible, and a dedication to the highest standards in all professional obligations will define success in this job.

Qualifications:

- High School Diploma (preferred), GED certification, or equivalent.
- At least one year of experience in a related role with similar responsibilities (required).
- At least one year of experience in the oil and gas industry (preferred).

Skills and Requirements:

- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Excellent verbal and written communications skills.
- Must be a self-starter with ability to work independently.
- Must have strong people skills demonstrating tact, patience and courtesy.
- Consistently displays good organizational skills.
- Detail-oriented, with the ability to multi-task with attention to accuracy and confidentiality.
- Collaborates effectively and adaptable to a fast-paced, fast changing work environment.

Duties:

- Provide phone coverage, greet and assist guests, manage incoming and outbound mail and shipments, and maintain an organized, professional office environment.
- Manage invoices by scanning and coding into accounting software.
- Provide production reporting, including copying, scanning and mailing field run tickets.
- Assist Production Superintendent and Field Foreman, as necessary.

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Duties, continued:

- Enter daily drilling, production and facility reports into WellView database.
- Maintain filing system, contacts database, employee list, and office inventory.
- Maintain field insurance, registration, and inspection for Enterprise and company-owned vehicles and trailers.
- Process, sort and distribute field tickets for approval.
- Prepare well test and fluid levels spreadsheets.
- Assist with preparation and submittal of expense reports for Field employees.
- Assist with miscellaneous regulatory and accounting tasks as needed.
- Monitor office equipment needs, contacting vendors for maintenance, repairs and resupply of copy machine and other office equipment.
- Ensure sufficient inventory of office supplies and manage orders and deliveries.
- Notarize documents as needed. (Office will pay Notary Public Commission fees.)
- Submit and reconcile expense reports.

Benefits:

- Full-time onsite position in Shidler, Oklahoma.
- Comprehensive health package (medical, dental, and vision).
- Other premier benefits: 401(k) match and Tuition Assistance.

Apply by sending your resume to jobs@capturepointllc.com. Indicate that you wish to be considered for the Field Office Administrative Assistant position in Shidler, Oklahoma. We will contact you if you qualify for an interview. No phone inquiries please.