

POSITION: **ADMINISTRATIVE ASSISTANT II**

DEPARTMENT: **Rocky Mountain Pipeline**

LOCATION: **CASPER, WY**

### **Essential Functions**

Performs a wide range of administrative and general clerical/secretarial support to field operations through a designated manager. Top level Administrative Assistance supports highest level of field operations management and/or has one or more areas of demonstrated expertise in field operations administration.

### **Responsibilities**

- May perform secretarial/clerical duties to assist direct supervisor or other personnel or departments served.
- Maintains correspondence and/or related subject files.
- May process mail, assist in front-office role or perform filing, depending upon the job and the assignments.
- In the administrative role, may process invoices, purchase orders or AFEs, trip tickets, data entry items, logs or other ongoing records. May apply a knowledge of operations, accounting, HR, purchasing, engineering or related function to provide support to the position or function the job supports.

### **Education and Training**

High school diploma or equivalent with basic math skills and the ability to speak, read and write English. Should have a combination of typing, PC/ Excel spreadsheet skills, 10-key, correspondence and filing basics, general office equipment and organization skills.

### **Requirements**

Advanced training in business school, accounting or applicable office experience would be helpful as well as direct experience which would support entry in a level other than level #1.

Should be knowledgeable of basic office equipment and have basic PC word processing and spreadsheet-related skills

### **Experience**

Must be proficient in job-specific programs (e.g. Plains Oracle, Pimms, etc.). Must be fully competent in the role and (1) be able to work independently on relatively complex administrative duties associated with one or more of the areas **support systems (Oracle, Pimms, etc.) AND** (2) either reporting to a field executive or department head OR (3) has a working knowledge of accounting procedures to the level of knowing generally accepted accounting procedures, basics of general ledger and asset accounting process or financial planning and budgeting process at the district or region level. Typically has 5 or more years of related experience or 2 or more years of experience with at least an associates level degree.

This is a full-time position with a competitive salary and excellent benefits.

Relocation assistance is not available for this position.

### **Qualified candidates may respond**

email: [careers@paalp.com](mailto:careers@paalp.com)

In the subject line of your email, please reference: **Administrative Assistant II**

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