



## Get the Ball Rolling

*Do you have enthusiasm, drive, and determination to get the job done right?  
Are you keen to make your mark on a dynamic and growing company?  
Do you want to be valued for your skills, your experience, and your initiative?*

### Administrative Assistant Casper, Wyoming

Packers Plus is the pioneer of open hole, multi-stage horizontal fracturing and we provide technology-based solutions to the oil and gas industry around the world. We are looking for an **Administrative Assistant** in our Casper, Wyoming office.

#### Primary Role

Provide administrative support to a department and/or Manager. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction.

#### Key Tasks and Responsibilities

- Attending to visitors and dealing with inquiries on the phone and face to face.
- Supplying information regarding the organization to the general public, clients and customers.
- Answer telephones and transfer to appropriate staff member.
- Monitors visitor access
- Welcomes on site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex packages, etc.
- Research, price, and purchase office furniture and supplies.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules/reports.
- Collect and maintain inventory of office equipment and supplies.
- Support staff in assigned project based work.
- Assist in the office orientation for new employees.
- Retrieve and scan approval on invoices within a certain limit.
- Collect and forward packing slips to account payables.
- Other duties as assigned.

#### Educational, Physical and Safety Requirements

- High School Diploma
- At least 2 to 3 years of Administrative experience
- Administrative Certificate a plus

#### Competencies, Skills and Experience

- At least three (3) years experience in general office responsibilities and procedures.
- Knowledge of Microsoft Office and telephone protocol.
- Responsibilities require professional verbal and written communication skills.



#### About Packers Plus

Packers Plus Energy Services is the pioneer of open hole, multi-stage horizontal fracturing systems with locations in the United States, Canada and around the world. Staffed with some of the industry's best completions personnel, Packers Plus provides technology-based solutions to the oil and gas industry around the world.

We are unlike any other completions company. Ingenuity in product design, combined with customer intimacy, operational excellence, and knowledge of the needs of producers sets us apart from the pack. Look for the introduction of a number of exciting, new and innovative products which are designed to reduce well costs, improve production, and maximize profits.

*Email your cover letter and resume referencing the above position to [uscareers@packersplus.com](mailto:uscareers@packersplus.com).*



[www.packersplus.com](http://www.packersplus.com)