



# GROW WITH US

## SALES ADMIN CALGARY, ALBERTA

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 currently recruiting for a Sales Administrator to join our team at our downtown head office in Calgary.

### Primary Role Focus

Assist the sales group by preparing job proposals, and provide other general administrative assistance

- Reports to Canadian Operations Administrator

### Key Tasks and Responsibilities

- Ensure accuracy of drawings and quotes for customer proposals
- Work with marketing materials, including corporate graphic designs, sourcing of graphic images, as well as providing materials for all marketing and sales collateral
- Maintain data entry and filing systems to ensure accuracy and efficiency
- Establish and maintain database
- Order and distribute company property including coveralls and price books
- Provide reception coverage as needed
- Administrative tasks as required

### Experience and Skills

- Working knowledge of oilfield terminology, or previous Oil and Gas administrative experience an asset
- Intermediate to advanced knowledge of Microsoft Excel

### Education and Training

- Degree or Diploma in Business Administration or other related field

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## Competencies

### Core Competencies

- Customer Intimacy
- Operational Excellence
- Innovation
- Initiative

### Department Competencies

- Detail Oriented
- Teamwork
- Sense of Urgency
- Communication

### Role Competencies

- Multi-tasking
- Organization
- Adaptable

### Technical Competencies

- Data Analysis
- Administration
- MS Office (Word, Powerpoint, Excel, Outlook)

To apply, please email your cover letter and resume referencing the above position to [canadacareers@packersplus.com](mailto:canadacareers@packersplus.com)

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