

Position Description

Title: Administrative Assistant
Reporting To: Accounting Supervisor
Division: Electric & Controls
Location: Calgary, Alberta

Tarpon is searching for an Administrative Assistant to join our team in Calgary, Alberta. The Administrative Assistant, reporting to the Accounting Supervisor, provides accounting and administrative support.

Duties and Responsibilities

- Manages documentation requirements for the assigned business unit.
- Responds to internal and external inquiries in a professional manner.
- Performs accounts receivable and accounts payable functions for the business unit.
- Tracks backorders and credits with suppliers.
- Responsible for issuing purchase orders.
- Performs data entry functions using SDG2 (industry specific software).
- Responsible for payroll entry and time management for the business unit.
- Orders office supplies for the business unit.
- Creates, distributes and tracks ITF (Internal Transfer of Funds) – ensures all applicable ITF's are signed prior to month end.
- Prepares a variety of daily, weekly and monthly reports using Microsoft Excel, Word and other software.
- Maintains both manual and electronic filing systems.
- Reception relief duties as required.
- Maintains business unit records and compiles statistical reports using the SDG accounting software and excel spreadsheets.
- Composes routine correspondence as directed by management and sends/receives faxes.
- Complies with standards and procedures of the Tarpon Health & Safety Manual and Occupational Health & Safety Regulations.

Skills, Abilities and Educational Background

- Grade 12 graduate with preference given to those with post secondary education.
- 3 - 5 years experience in an administrative or accounting role.
- Advanced skills in MS Office (Excel, Word, Power Point and Outlook).
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports.
- Exceptional time-management skills with the ability to prioritize and execute multiple tasks quickly.
- Monitor and follow applicable corporate directives, local, provincial and federal laws and regulations.
- Perform required duties in a safety conscious manner.

Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary and a full benefits plan that is effective on the first day of employment. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

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To Apply

To apply for this posting, e-mail your **resume and cover letter** to careers@tarponenergy.com. You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., Suite 220, 3015 – 5 Avenue NE, Calgary, AB T2A 6T8; Fax: 403-457-3396.