

## Administrative | Office Assistant

*Goodnight Midstream provides trusted oilfield water management to oil and gas producers. The Company owns and operates an extensive network of water gathering pipelines and saltwater disposal wells focused on gathering and disposing of produced saltwater for its customers. Goodnight's Midstream approach minimizes environmental impact and improves health and safety while lowering lease operating expense and improving reliability for its customers.*

**Job Summary:** This non-exempt position will report to the Office Manager, and provide a high level of general, administrative and clerical support to members of the management team and support general office operations. We are looking for someone who is proactive, enthusiastic, self-motivated, efficient, and able to work autonomously.

### **Responsibilities**

- Proactively manage schedules, travel arrangements, and calendars of events (internal and external meetings, conference calls, and professional commitments).
- Perform various clerical duties including responding & creating emails, electronic filing, expense tracking, and reporting.
- Draft correspondence, analyze data, prepare & edit spreadsheets, presentation materials and reports as directed.
- Coordinate with office admin team on various assignments including assistance in ordering, receiving and stocking of break room and office supplies, set up and break down of catered office meals.
- Manage expedited mail services, shipping | receiving | inventory of various equipment and documents.
- Review, adhere to, and uphold office operating practices and implement improvements where necessary
- Serve as backup for reception desk as necessary, maintain multiple conference room calendars, maintain tidy appearance of all common office areas
- Coordinate with internal staff at all levels and interact with external clients.
- Other duties and projects, as assigned.

### **Education and Experience:**

High school diploma, general education degree (GED), or equivalent required. Associates degree or higher preferred. At least 3-4 years of experience in a support role in a professional office setting is required, preferably supporting Management. This candidate must have superior calendaring skills (MS Outlook) and strong PC skills, including proficiency with Microsoft Office (particularly MS Excel) products, as well as the ability to learn and use custom applications and systems.

Ideal candidate will be reliable, self-motivated and will possess a friendly demeanor and excellent customer service skills. Ability to work independently, anticipate needs, and meet deadlines is a must. Excellent verbal, written, and interpersonal communication skills, and ability to interact with all levels of individuals, including executives and clients is required. Regular exercise of initiative, proactive thinking, accountability and sound judgement is a must. Strong organizational skills, attention to detail, use of discretion, as well as the ability to exhibit tact and diplomacy, are required.

### **Working Environment | Physical Requirements:**

Remains stationary at least 65% of the time; Moves about the office 35% of the time. This position constantly operates computers, printers and other office productivity machines (e.g., fax machine, copier, etc.) Frequently required to move or lift documents, files, supplies weighing up to 25 lbs, occasionally up to 35 lbs. Frequently required to kneel, stoop and reach, when re-stocking or cleaning up breakroom, supply rooms and conference rooms. This position requires constant verbal and written communication and exchange of information with clients, vendors and other staff. This position must be able to inspect and observe information on a computer screen at least 80% of the time.