



Administrator FTP 413300 Administrator FTP 413300

Department:	Operations	Location:	Fort Chipewyan, AB
Reports To:	Assigned Supervisor	Skill Level:	Intermediate

Purpose & Key Accountabilities

This Fort Chipewyan position provides the administrative support for Fort Petroleum operations onsite. The successful candidates will have experience with timesheets/payroll and administration with attention to detail and the ability to work with competing priorities, tight timelines and with a great deal of accuracy. This position is based out of our Fort Petroleum office location.

Duties & Responsibilities

- Complete Daily Force Reports
- Weekly Time, Material and Equipment entry
- Accounts Payable
- Accounts Receivable
- Ability to preserve Confidentiality

Working Conditions

Work in an office setting. Some overtime may be required on occasion.

Qualifications

Experience:

- Office skills, including Word & Excel skills, SAP
- Customers service skills
- Meet all deadlines for work assigned
- Identify problems and concerns with personnel/payroll

Education:

- High School diploma or equivalent
- Accounting certificate/diploma preferred
- Computer proficiency in Windows, MS Office – including Word, Excel, Outlook
- Administrative Certificate an asset