



Administrative Assistant

Rockpoint Gas Storage Inc. (RGS.TO) is the largest independent pure play operator of natural gas storage facilities in North America. Rockpoint owns and operates six strategically located natural gas storage facilities with a combined effective working gas storage capacity of approximately 280 Bcf that is critical for ensuring reliable and stable supply of natural gas in its service areas in Canada and the US. Rockpoint offers highly customizable natural gas storage solutions which are critical to meeting our customers' unique operational needs. Proudly headquartered in Calgary, Alberta, Rockpoint has 37 years of operating history and is managed by a highly experienced, industry-leading team.

Rockpoint is currently searching for an experienced Administrative Assistant to join our Calgary team in our professional, downtown office, reporting to the Senior Executive Assistant.

Consistent, in-office attendance and punctuality are essential, Monday to Friday (8:00 am – 5:00 pm).

Key Responsibilities:

- **Front Desk Reception:** Answer the main phone line and redirect messages to the appropriate person or department; maintain a professional, positive and welcoming demeanor towards employees and visitors such as members of our Board, job-interview candidates, maintenance and tradespeople.
- **Daily Mail and Courier:** Timely delivery of incoming/outgoing mail and courier packages for the office and field locations, including customs clearing for US couriers.
- **Office Supply Management:** Maintain positive working-relationships with our established vendors to manage office supply inventory such as stationery, office beverages, courier materials, and other supplies as required; all within budget.
- **Daily Office Upkeep:** Ensure that meeting rooms and kitchens are kept tidy and well-stocked, including dishwasher responsibilities. Enter and track building maintenance requests; coordinate and communicate required maintenance & cleaning schedules with Calgary staff.
- **Security & Office Visitors:** Manage access cards for the company, issue visitor passes and visitor log reconciliation.
- **Administrative Support:** Maintain online documents such organizational charts, contact list and floor plan updates; provide general admin support for various departments, including timely follow-up with key stakeholders on task/project status.
- **Other:** Assist with planning and execution of company events. Additional admin duties as assigned.

Required Skills & Qualifications:

- 2-4 years of administrative experience in a professional office environment.
- Proficient in MS Office Suite (Outlook, Word, Excel, PowerPoint and Teams) and office equipment (printers and scanners).
- Experience providing excellent, internal and external client-service focus.
- Exceptional verbal and written communication skills; ability to adjust communication style, tone, and delivery based on the specific individual or team.
- Excellent business writing skills with strong grammar, spelling and proofreading capabilities.
- Uses discretion, respecting privacy when dealing with sensitive matters.
- Anticipates future requests and requirements; a problem solver with excellent professional judgement.
- Proven time management, prioritization and strong organizational skills.
- Efficiently manages multiple and competing tasks while demonstrating a flexible and calm approach to changing priorities and unexpected requests.
- Produces quality work with accurate attention to detail.
- Able to lift 10-20 lb paper supply boxes and other supplies on a regular basis.
- Experience as a Floor Warden and First Aid certification would be an asset.

Personal Attributes

- Displays a high level of personal integrity and professionalism.
- Approachable, collaborative and communicative team player.
- Ability to confidently ask questions to clarify tasks and internal-customer expectations.
- Highly self-motivated; looks for ways to assist and help out, especially during quieter times.
- Seeks out opportunities for continuous learning and improvement.

To apply for this position, please send your cover letter & resume to: careers@rockpointgs.com
For more information about Rockpoint Gas Storage Inc., visit our website at www.rockpointgs.com

Rockpoint Gas Storage Inc. is an equal opportunity employer and strongly supports diversity in the workplace. Candidates who are authorized to work in the country, in which the job opportunity is located, are welcome to apply.

We thank all applicants for their interest in Rockpoint Gas Storage Inc., however, only those candidates selected for an interview will be contacted.