



Lodi Gas Storage, L.L.C.



Reporting to the Superintendent, US Operations, and as part of the Lodi Gas Storage team, the Natural Gas Facility Office Administrator will ensure the safe, reliable, and efficient operation of the Gas Storage plant and field facilities. This non-exempt position requires a self-motivated, hands-on individual with strong team skills.

This position is located in Acampo, California. All employees must reside within one hour of facility and be willing to work onsite each day from Monday to Friday.

Primary Purpose:

Overall responsibility for office administration duties and Human Resources support.

Key Accountabilities: Includes the following and other duties that may be assigned.

- **Correspondence:**
 - Handle correspondence to landowners, employees, affiliates, consultants, etc.
 - Create office forms.
 - Perform mail merge mailings.
 - Maintain business-contacts log.
 - Send, receive, and distribute faxes, couriers, and mail.

- **Routine Office Duties:**
 - Inventory and order office supplies
 - Upkeep of office water, coffee, Fed-Ex materials, and services, copy machine maintenance, janitorial services, office appearances.
 - Manage all copying and paper projects.
 - Answer phones.
 - Greet guests.
 - Coordinate social events.
 - Track documentation of materials receipt (packing lists, etc.) and match with invoices.
 - Process invoices and data entry.
 - Maintenance of account coding system.
 - Maintain vendor filing system.
 - Respond to and coordinate public relations events for Superintendent and other senior members of team.
 - Assist in travel accommodations for visitors.
 - Coordinate meetings, meals, etc.

- **HR Related responsibilities – In support of Rockpoint’s HR Team:**
 - Oversee employee electronic timesheets and ensure timely entries into Ceridian Dayforce reporting system in conjunction with payroll deadlines.
 - Work with the HR to assist with communications and forms related to Human Resource/employee matters such as new hire benefits enrolment and updates, 401K, drug testing, company policies, I9’s, W9’s, etc.
 - Oversee drug and alcohol management program
 - Create and report expense accounts for employees.
 - Maintain employee files.

- Manage communications and invoicing related to all US benefits related matters,
 - Partner with the Human Resources team in our head office to ensure a safe and compliant work environment for all employees.
- **Land Rights:**
 - Type and maintain all Agreements for storage rights, pipeline easements, and surface facility leases.
 - Record and log all Agreements.
 - Notarize Agreements for storage rights, pipeline easements, and surface facility leases.
 - Maintain Notary Public Commission
 - Maintain chain of ownership of ROW and Storage Area properties.
 - Maintain data source of all landowner contact information and payment information.
 - Retrieve and maintain all tax requirements relating to payments and rents for land rights.
 - Maintain landowner files.
 - **Permits and Regulatory Compliance:**
 - Assist with any necessary paperwork and correspondence.
 - Check in Well Logs and maintain log spreadsheet.
 - Responsible for managing Hazardous Waste Manifests.
 - Maintain files for all permits and well logs.

Competencies:

All employees shall exhibit Rockpoint and Lodi Gas Storage's values of being reliable, safe and accountable, with an environmentally responsible, Cost-conscious, entrepreneurial approach.

Lodi Gas Storage wants to create and reward an organizational focus that stimulates the creative and entrepreneurial actions of its employees, resulting in innovative ways of reducing costs, generating revenues, improving productivity and processes.

Lodi Gas Storage employees must display the following competencies to be successful:

- Accountability - Accepts responsibility for decisions and how decisions affect others,
- Safety/Environmental - Understands and enhances the safety of our employees, our customers, and the public to protect the environment,
- Business Acumen - Understands the broader financial implications of one's responsibilities and the link to the "bottom line" of Lodi Gas Storage's business,
- Communication and Feedback - Shares information effectively, in the appropriate timeframe, as well as effectively using listening skills when working with others,
- Diversity Awareness - Values and respects individual differences, while supporting an inclusive work environment,
- Entrepreneurial Spirit - Operates as if Lodi Gas Storage was his/her own company,
- Problem Solving and Decision Making - Organizes parts of a problem in a systematic and logical way in order to recognize relationships, identify alternative solutions, set priorities, and make sound decisions that align with Lodi Gas Storage's key values and guiding principles,
- Adaptability - Managing Change - Works efficiently in a constantly changing environment, demonstrating a willingness to learn, to take new and unique ideas, concepts, strategies, and approaches and apply them for positive results,

- Results Driven - Continually improves performance, approaching work in ways that support the accomplishment of results and meeting/exceeding Lodi Gas Storage's performance objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty at a competent level. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- College or University Diploma or equivalent required.
- Associate's or technical degree in business related discipline preferred.
- SHRM designation required

Experience:

- 3+ years related HR and Office Admin experience required, preferably in an HR administrator or Office Assistant role.
- Strong experience utilizing MS Office to provide administrative support is required.

Other skills, attributes, and abilities:

Must possess a high degree of organizational skills with the ability to manage multiple tasks at once. Understands the importance of managing work relationships. Customer service focused with a positive attitude.

Certificates and Licenses:

- SHRM

Computer Skills:

- Must be proficient in Microsoft Office –Word, Excel and Powerpoint. Working knowledge of payroll systems would be an asset.

Work Environment:

- On site Monday to Friday in a normal office environment.

Lodi Gas Storage is a US division of Rockpoint Gas Storage.

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

Lodi Gas Storage and Rockpoint Gas Storage are equal opportunity employers and strongly supports diversity in the workplace; all 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 Lodi Gas Storage and Rockpoint Gas Storage; however only those candidates selected for an interview will be contacted.