



Office Assistant

Rockpoint Gas Storage is the largest independent owner and operator of natural gas storage in North America, with strategically located assets in key natural gas producing and consuming regions. Rockpoint Gas Storage owns and operates multiple facilities, including the AECO Hub (TM) and Warwick in Alberta; Wild Goose and Lodi in California; Salt Plains in Oklahoma and 49% of Tres Palacios in Texas. In total, Rockpoint Gas Storage owns or contracts approximately 300 Bcf of gas storage capacity.

The purpose of this document is to outline the basic role and responsibilities of the Office Assistant. It is not the intent of this document to specify all of the duties associated with the position, but to give a general understanding of the expectations and accountabilities of the role.

Reporting to the Executive Assistant, the Office Assistant will work in our downtown Calgary location to ensure a smooth functioning office by providing proactive, customer-focused service in a timely and professional manner to office guests and employees, being available to assist all departments with a variety of tasks, while displaying a friendly and positive attitude.

Typical Duties

- General reception duties including answering phones, checking for faxes, mail distribution, couriers, welcoming and assisting employees, visitors, maintenance people, tradespeople, etc.
- Handling incoming/outgoing deliveries for the office & field locations – including Customs clearing for U.S. couriers
- Supporting the Accounts Payable team with coding and entry of invoices using the company's accounting system, as well as mailing out the weekly cheques
- Supporting various other departments and individuals as needed
- Ordering and maintaining office inventory and kitchen supplies
- Preparing refreshments and ordering/organizing catering for meetings
- Ensuring that meeting rooms and kitchens are kept tidy and well-stocked, including daily dishwasher duties
- Assisting with planning and execution of company events
- Other duties as assigned

Required Skills & Experience

- 5+ years of administrative/reception experience in a professional office environment
- In-office, consistent and punctual attendance, working Monday to Friday (8:00 am – 5:00 pm)
- Proven ability to manage multiple tasks at once; efficiently and calmly responding to changing priorities
- A problem solver with excellent professional judgement
- Practiced ability to perform administrative/reception duties with a high level of accuracy, with a keen eye to detail
- Exceptional interpersonal, verbal, and written communication skills, including very strong grammar, spelling and proofreading abilities
- Proven experience using Microsoft Office programs (i.e., MS Word, Outlook, Teams, PowerPoint, and Excel). Accounts Payable experience is a definite asset.

Personal Attributes

- Ready to jump into a collaborative team environment with a “can-do” attitude
- Takes pride in quality of their own work
- Strong organizational and time management skills
- Excellent judgment, professionalism, and integrity in dealing with sensitive information
- Shows a high level of personal initiative with a proactive and flexible approach
- Ability to work well with a variety of people and personalities

For more information about our company, please visit our website at www.rockpointgs.com.

To apply for this position, send your cover letter & resume to: careers@rockpointgs.com.

Rockpoint Gas Storage is an equal opportunity employer 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 Rockpoint Gas Storage. However, only those candidates selected for an interview will be contacted.