



<b>Job Title:</b>	Administrative Assistant
<b>Reports to:</b>	SVP of Gathering & Transportation
<b>Status:</b>	Regular, Full-Time, Non-Exempt
<b>Location:</b>	Edmond, OK
<b>Travel:</b>	None
<b>Benefits:</b>	Company 401(k), health, life, disability and dental insurance coverage.

**Job Summary:**

Under direct supervision, performs routine clerical support for the Edmond, OK Office such as copying, distributing mail, processing outgoing mail, performing simple calculations, and maintaining records and files following standard procedures.

**Primary Duties & Responsibilities:**

- Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Maintain scheduling and event calendars.
- Complete forms in accordance with company procedures.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Make copies of correspondence or other printed material.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.

**Required Knowledge, Skills & Abilities:**

- High School Diploma or equivalent required.
- Oil & gas or energy knowledge is preferred.
- Proficiency in Microsoft Office.
- Prior experience with confirmations and/or data entry is a plus.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.



- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.

### **Other Duties**

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This role requires the ability to regularly drive/ride in vehicles over rough roads and to wear protective clothing and install/don safety equipment.

### **About ARB Midstream:**

ARB Midstream is an independent, growth-oriented company, providing complete midstream and marketing solutions for crude oil, LPGs and refined products. ARB leverages the unique knowledge and depth of experience of its personnel to develop midstream assets that resolve infrastructure bottlenecks in the most profitable North American oil plays.