DEPARTMENT ASSISTANT

Energy Abstracts has an immediate opening for a full-time Department Assistant. Petroleum Abstracts is an abstracting and indexing service within Energy Abstracts that enables users to search the world’s petroleum literature to quickly and easily identify, and ultimately acquire published works that are most relevant to their research. Energy Abstracts is located on the University of Tulsa campus.

The selected candidate will report directly to the Director of Energy Abstracts and is responsible for providing administrative and clerical support for the managers and staff. This position works under general supervision based on annual divisional objectives.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned. Specific duties include:

➢ Works closely with the director and department managers to support operations and staff
➢ Uses the Petroleum Abstracts Business System to generate customer invoices and reports
➢ Keeps accurate payroll related records for part-time and contract staff
➢ Coordinates with external vendors to obtain support for copy machine and purchased materials and services
➢ Submits maintenance requests for offices in the PA suite
➢ Conduct research for marketing purposes
➢ Responsible for checking in materials for duplications and donations
➢ Responsible for typing minutes from meetings (general and annual)
➢ Organizes and maintains stock of office supplies and handles requests for new orders
➢ Greets and provides assistance to visitors to Petroleum Abstracts
➢ Answers and appropriately routes incoming calls
➢ Composes and edits correspondence for Document Delivery, general documents, and spreadsheets
➢ Sorts and distributes incoming mail; prepares outgoing mail; and handles shipping of exhibit materials and packages
➢ Schedules and assist in organizing appointments, meetings, staff activities/events
➢ Completes appropriate copyright forms for the Petroleum Abstracts bulletin and the TULSA database and submits to the U.S. Copyright Office
➢ Maintains departmental files in both paper and electronic formats as appropriate

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➢ Demonstrates professionalism and diplomacy in interpersonal relationships
➢ Maintains strict confidentiality when handling sensitive materials
➢ Supports and embraces diversity and inclusiveness
➢ Ability to be present in the office
➢ Regular weekday (Monday-Friday) attendance/availability is required during core business hours
➢ Ability to work additional hours, if necessary
➢ Ability to pass a background check
➢ Strong interpersonal and organizational skills with attention to detail
➢ Proficiency with creating moderately complex documents and spreadsheets utilizing MS Office or Open Office
➢ Ability to handle multiple tasks and meet deadlines
➢ Ability to understand basic accounting practices
➢ Demonstrated effectiveness in working with a variety of administrative levels and diverse groups of people located both internally and externally to the institution

Education, Work Experience and/or Licensure
➢ US Citizenship or Permanent Residence Status required
➢ Specialized secretarial/clerical training which may be obtained through a high school, vocational, technical, or business school
➢ A minimum of two years of administrative office experience
➢ Proficient in MS Office Word, Excel, Access and PowerPoint

Language Skills
➢ Excellent English language oral and written skills

**Energy Abstracts offers a competitive salary that is based on education and experience.**

To Apply:
➢ Email your resume and a cover letter to: Eaopportunities@cig.com
➢ In the subject line of your email enter: “Department Assistant”
➢ Only qualified candidates should apply
➢ NO RECRUITERS

Energy Abstracts is an Equal Opportunity Employer