

EnerCorp, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp offers innovative technologies produced in North America that deliver engineered solutions throughout the lifecycle of your well; our services streamline wellbore construction and minimize NPT to reduce costs and maximize production. We design, build, sell, and rent various products in our technology portfolio while also providing application engineering and field services on job sites. This holistic end-to-end capability allows us to optimize our products and services in a cost-effective manner while improving our expertise through a continuous feedback loop.

1.0 DUTIES AND RESPONSIBILITIES

The Office/Purchasing Coordinator is responsible for providing a professional and engaging onboarding experience to all new hires within designated region as well as providing support to field operations with accurate and timely reports, as well as assistance with ticket and PO tracking. Coordinates administrative support including, DOT compliance, onboarding, employee relations, benefits and HRIS data integrity between operations and Corporate Human Resources. This individual is responsible for performing HR/DOT/Operational-related duties on a professional level for various programs within the organization safeguarding employees PI and PHI and maintaining high degree of confidentiality. Responsible for ensuring the efficient delivery of processes and accurate record keeping while providing timely, customer focused and effective support service to the HR function to achieve goals and objectives.

1.1 Specific responsibilities

- Welcomes visitors by greeting them, in person or on the telephone and answering, transferring or referring inquiries as appropriate.
- Ensure all visitors sign in and out as well as direct them to the right manager and confirm if vendor safety orientation is needed.
- Provides callers with information such as company address, directions to the company location, company numbers, company website and other related information.
- Maintains employee and department directories up to date with work numbers, cell numbers as well as work and personal emails, titles and locations.
- Takes and retrieves messages for various personnel.
- Receives, sorts and forwards incoming mail as well as ensuring outgoing mail is handled on a regular basis. Scan mail to employees when/as needed.
- Creates Loomis labels and arranges pickup or sends mail as needed.
- Assists in the ordering, receiving, stocking and distribution of office/kitchen supplies while ensuring materials are always in stock.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating as requested by management.
- Coordinate with IT Support and vendors on all telephone matters, printer issues and or maintenance needs.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations. Especially focusing on COVID related mandates according to policy for designated area.
- Creates/edits documents on Microsoft Office or other Software as needed for managers.
- Ensure all new hire documentation is scanned and sent to HR and accounting.
- Assist with filing for HR and HSE employee documents to ensure proper tracking is kept and confidentiality is maintained.
- Coordinate with Fob system vendor for maintenance, problems and issuance/retrieval of fobs.
- In charge of coverall program for employees.
- Scan MDB's into job folders.

- Ship QC packages as instructed.
- Scan daily received PO's onto the server.
- Investigate invoice discrepancies.
- Scan data books onto server.
- Source and procure various shop supplies & materials per shop floor requisitions.
- Create/ complete data entry on purchase orders as directed by Procurement Manager.
- File RFQ's/purchase orders in folders on the server.
- Track down month end invoices as directed by Warehouse Manager.
- Assist Warehouse with closing received orders in global shop.
- Keep an accurate filing system in place for ARI receipts, ensuring no lost receipts.
- Match fuel receipts to monthly invoices.
- Plan office events for birthdays, anniversaries and the like with GM's approval.
- Projects as assigned Management.

2.0 REQUIREMENTS

2.1 Education, Training and Experience

- High School or the equivalent.
- Minimum two years of experience in an administrative/support role.

2.2 Skills and Abilities

- High level of general office software (PowerPoint, Excel, Word, Outlook)
- English is required language of business; all other languages considered a benefit.
- Possess excellent written and oral communication skills with the ability and flexibility to communicate at all levels delivering a high-performance standard of customer service.
- Ability to maintain data integrity and to extract data and prepare reports in an accurate and timely manner.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Must be able to work under pressure and respond to tight turnaround time of projects; ability to handle confidential information with a zero tolerance for breach of value in this area.
- Ability to offer creative solutions and resourceful problem-solving skills a must.
- Energetic self-starter with the ability to work in a fast-paced environment.
- Detail oriented individual with proficient organizational and time management skills to handle multiple tasks and changing priorities. Must be able to work with interruption and limited supervision.
- In addition to independent qualities, the ability to work well as part of a team is vital.
- Ability to identify top priorities in a high-volume multi-task work environment and the ability to determine critical few and know when to communicate issues and escalate them for decision-making.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms, talk or hear and taste or smell.
- Able to work overtime/weekends when needed.
- The employee is regularly required to sit, stand and walk. The employee may occasionally be required to climb to heights of less than 10 feet, balance and stoop, kneel, crouch and crawl under and around equipment.
- Must occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Spends most of the time in an office environment.
- Infrequent exposure to shop hazards including noise, heavy equipment, high pressure, chemicals and fumes.

4.0 OTHERS

- Must adhere to departmental policies, schedules and deadlines, but may adapt techniques or processes to complete assignment.
- Resolves problems or deviations by selecting from specific choices defined in instructions work policies, procedures and accepted practices and seeks guidance when needed.
- Employee is expected to review own work for completeness, accuracy and conformance to policy.
- Expected to work with team for progress review and to check for technical adequacy and conformance with practice and policy. Errors in the communication of data can result in serious issues to the company.
- Attention to detail and deadline oriented.
- Flexible and able to adapt to our dynamic work environment.
- Maintain an “above reproach” lifestyle that reflects the company’s values. Teamwork. Caring. Integrity. Work Ethic.

5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all employee responsibilities, duties and/or skills required.