

OFFICE ADMINISTRATOR

The Office Administrator's role is integral to GEOSEIS Inc.'s business teams and activities. GEOSEIS Inc. is an Oil & Gas focused technology, data and consulting services company specializing in the delivery of applications and toolkits together with associated work flows, data preparation, analysis and support.

Responsibilities: (Dependent on experience level of candidate)

- Office Co-ordination
- General Administration
- Invoicing, Accounts Receivable
- Human Resources / Payroll
- Management Reporting
- Project Administration
- Marketing Administration
- Administrative Support to Management Team

Skill Sets of Interest:

- Minimum of 5 years office related experience preferred
 - Oil & Gas experience an asset
- Proficiency with MS Office Products
 - Word, Excel, Outlook, Powerpoint, Access
- Familiarity with bookkeeping/accounting
 - Quickbooks experience an asset
- Strong organizational, interpersonal and time management skills
- Good written and oral communication skills
- Team player with customer service focus
- Ability to multi task
- Flexibility / adaptability