



POSITION: ADMINISTRATIVE SUPPORT
DEPARTMENT: KAINAIWA RESOURCES INC.
STATUS: SUMMER STUDENT

The Administrative Support performs basic general office duties including typing, word processing, filing, basic accounting and records keeping as well as greeting the public and redirecting enquiries.

Duties and Responsibilities:

- Type letters, memos, purchase orders, reports and presentations for the General Manager.
- Perform basic accounting, record keeping and coding duties.
- Maintain oil/gas well production records in appropriate file(s).
- Maintain monthly royalty submissions, including, but not limited to, ensuring all required documents are received, follow up for receipts of missing documents and maintenance of all documentation.
- Answers incoming telephone calls and redirect the caller or record messages.
- Perform faxing and photocopying functions as required.
- Distribute and collect time sheets.
- Maintain an organized filing and storage system.
- Perform related duties as assigned.

Working Conditions:

- The Administrative Support works in an office environment, often sitting at a computer workstation for long periods of time. The work may be detailed and much of it is repetitious. Overtime may be required during busy periods.

Knowledge, Skills and Abilities:

- Good knowledge of grammar and punctuation and how to organize and format documents, letters, reports, charts and financial statements.
- Proficiency in the use of the latest word processing software programs and the equipment being used.
- Ability to pay close attention to detail to ensure accuracy.
- Type at a minimum of 45 words per minute.
- Good organizational skills and the ability to handle a variety of different projects and complete them on time.
- Motivated and able to work without supervision.
- Good interpersonal skills.

Organizational Relationship:

- Reports to the Accountant.

Desirable Qualifications:

- Grade twelve education with post-secondary studies in general accounting and clerical and administrative support.
- Ability to communicate in Blackfoot.