



BRINGING GREEN TO THE OIL & GAS INDUSTRY

Job Title:

FACILITY ADMINISTRATOR (Bakken)

Job Description

Hydroil Solutions an E&P waste management company seeks an onsite Facility Administrator for its waste disposal project in the Bakken Oilfield (Williston area). The successful applicant will understand a facility manifesting and data collection, building relationships, and daily volumes accrual for accounting.

Main responsibilities will include the following:

FACILITY ADMINISTRATOR

- To become the focal point for the facility reception office.
- Receive and collate all received waste.
- Develop customer data base for waste.
- Collation, distribution of manifesting and customer details.
 - Digital and manual.
- End of month collation with Hydroil Solutions office for customer invoicing.
- Recommend changes to improve data collection to management team.
- Liaise with accounting, sales, and operations for customer documentation.
- Maintain professional and technical knowledge by attending workshops & reviewing publications.

Salary: Above average for position as a full-time salary employee with full benefits

Qualifications

- Minimum 2 years on site administration.
- Excellent interpersonal and communication skills.
- Warehouse goods receiving.
- Knowledgeable on the use of data collection and distribution for invoicing and accounting
- High proficiency in computer reporting Windows using Microsoft Office (Word, Excel and PowerPoint).

Experience

- Saltwater Disposal facilities an advantage
- Accounts Payable / Accounts Receivable
- Facility or Warehouse reception.
- Manual and digital manifesting.

Education

- College graduate preferred
 - Experience and Knowledge will be taken into consideration.

Location

- Local to Williston area.
- On site working week

*Military veterans welcomed.