



Administrative Summer Student

Are you a student currently enrolled in a post-secondary program looking to gain work experience in Calgary's Oil and Gas Industry?

PTAC is a dynamic organization committed to helping Canada become a global hydrocarbon energy leader by facilitating innovation, collaborative research, and technology development, for a responsible hydrocarbon energy industry. The role of the Administrative Summer Student will assist the successful day-to-day operations of the organization, offers flexible hours and an opportunity to work with a variety of people in the oil and gas industry. The Administrative Summer Student will provide comprehensive administrative support, which includes, but is not limited to, the following responsibilities:

- Updating of corporate filing system
- Updating of corporate website (ie: reporting, event registration, etc.)
- Updating of client database (ie: contacting member companies, marketing/communications divisions, etc.)
- Preparing and/or editing internal and external letters, faxes, memos and mass emails
- Data entry of applications into Excel spreadsheets and database
- Accounts Receivables follow up

Skills and Qualifications:

- Current enrollment in a Canadian Post-Secondary Institution in a bachelor or master program
- Strong interpersonal, written, and oral communication skills.
- Strong PC skills, especially with Word, Excel, Power Point, and MS Outlook.
- Strong planning and organizational skills, with the ability to manage changing priorities and at the same time, making sure deadlines are met.
- Knowledge of website design would be an asset.
- Ability to work with limited need for direction and supervision.
- Ability to show initiative, and be proactive.
- Ability to exercise good judgment with confidential information.
- Ability to work both independently and as a team.
- Ability to interact with ease with staff, including management, both within and outside the organization.

All interested applicants should forward their cover letters and resumes to kblanchett@ptac.org. Applications must be received by April 7, 2017 to be considered.