

# OPERATIONS ADMINISTRATOR/ RENTAL COORDINATOR



December 23, 2021

Version: 001

**JOB TITLE:** Operations Administrator/Rental Coordinator

**LOCATION:** Sherwood Park, AB

**POSITION TYPE:** Permanent Full-Time

## **JOB DESCRIPTION:**

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### **SUMMARY:**

The Operations Administrator is responsible for using current technology to maximize effectiveness and accuracy of existing systems for inventory purposes and monitoring the operation of systems to ensure the effective delivery of access mat rental and other oilfield services billing information.

### **ROLE AND RESPONSIBILITIES**

- Verify the customers mat count on jobs and field tickets.
- Create field tickets to be submitted to internal and external customers.
- Create rental tickets to be submitted to clients (once every 30 days).
- Verify tracking information of inventory entered into internal systems.
- Assist with initial job set up and administrative support for Job maintenance.
- Train new and current employees on the functions of our internal custom Access Mat Inventory Software, Mat Tracker.
- Other administrative/billing support duties as assigned.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High School Diploma Required. Post-secondary education (Diploma/Degree) in Accounting a strong asset.
- 2 - 4 years billing experience within the Oil Field Services/Construction industries.
- Field Administrator experience within the Oil Field Services/Construction industries a strong asset.

### **TERRAPRO VALUES**

“We’re a group of innovators, leaders, and problem-solvers working to create win-wins for our colleagues, clients, partners, and communities”

We’re a Team - We win together. We share our successes, failures, experiences, and knowledge. It makes us all stronger.

We’re Caring - We put people first. We seek connections, nurture relationships, and help communities.

We're Creative - We work smarter. We look in other places, ask different questions, and try new things. We lead the way forward.

We're Growing - We strive for improvement and don't stop at "good." We chase down more knowledge and success.

**To apply, please email your resume to [hr@terraproinc.com](mailto:hr@terraproinc.com) with subject line 'Operations Administrator'.**