

Job Title: Assistant Contract Administrator

Job Requirements:

- Motivated
- Good math skills (no need to be an expert mathematician)
- Dedication to hard work
- Teachable and open to learning new things
- Good organizational skills
- Ability to work well under pressure
- Excellent phone communication
- Willingness to be a team player
- Proficient in Microsoft Windows
- Proficient in Microsoft Excel

Duties and Responsibilities:

- Produce contract documents for Crude Oil Representatives
- Shepherd contracts through the approval process
- Maintain the Crude Supply department's contract database
- Verify that crude oil suppliers are being paid correctly
- Other duties as assigned

Hours:

7am-4pm

1 hour lunch break

Flexibility provided related to class schedule

Overtime during close-outs is required

Salary:

To be determined

This is a temporary position but **will become full-time** after a 90 day probationary period. Benefits will start after the probationary period ends. **There will be opportunities for advancement.**