

Position: Administrative Assistant
Division: Crescent Midstream, LLC
Work Location: Gray, LA
Reports To: HR & Administrative Services Supervisor

Supervisory Responsibilities: None

Job Purpose:

This position is responsible for assisting the entire Crescent Midstream organization, working closely with the Supervisor of Administrative Services to ensure the functional operation of the offices. This position partners with Crescent Midstream's Engineering Team and Operations Support Manager as needed for administrative assistance with documentation and insurance needs.

Essential Duties and Responsibilities include the following:

- Acting receptionist for Gray office, responsible for organization of office and files.
- Courier between Gray & Raceland offices responsible for mail preparation, pickup and distribution at both locations.
- Assist with document drafting, finalization, and distribution for HR, Engineering, and Operations.
- Learn and assist with bi-weekly Payroll process for the purpose of being a backfill to Supervisor, including timesheet review and imputed income calculations.
- Assist with Recruiting and Onboarding/Offboarding processes
- Reporting and Coding of Company-issued AP credit card that is used for monthly expenses of various field offices.
- Maintain log of company-owned vehicles, trailers, and marine equipment ensuring DOT/USCG/OMV compliance by keeping proper documentation including maintaining up-to-date registrations, driver information, ownership paperwork, etc.
- Must be able to professionally handle confidential personnel information.
- Coordinate/Plan company events such as annual holiday party and Family Day.

Education and Basic Requirements:

- High School Diploma required; college and/or technical degree in related field preferred
- Proficiency in MS Office: Word, Excel, PowerPoint, Outlook, Teams, SharePoint
- Payroll experience preferred
- Excellent interpersonal skills (training, presentation, team collaboration and communication) with the ability to influence others
- Must be able to successfully pass Drug and Alcohol pre-employment and ongoing screening
- Must have a valid driver's license with clean driving record