

**BALLARD PETROLEUM HOLDINGS LLC  
JOB DESCRIPTION**

|   |   |
|---|---|
| <b>Job Title:</b> Receptionist-Administrative Assistant | <b>Position Status:</b> Full-time             |
| <b>Reports To:</b> President                            | <b>Preferred Start Date:</b> February 4, 2019 |
| <b>Department:</b> Administration                       | <b>Location:</b> Billings, Montana            |

**I. BASIC FUNCTION**

The Receptionist-Administrative Assistant primary duties include managing the reception area, greeting and directing visitors and callers, maintaining a professional Company image, HR file maintenance, insurance plan coordination, and general staff support for mail and travel. Assist CEO, President, Sr. Vice President, and CFO with reports, correspondence, and employee communications.

**II. QUALIFICATIONS**

Possess prior experience in reception functions and executive level support. Demonstrate the willingness to maintain a professional presence at the reception desk and on the phone for visitors. Possess the ability to communicate efficiently, the willingness to provide support to others, and the ability to recognize and implement initiatives that help general office operations. Computer requirements include proficiency with Microsoft Outlook and Word and working knowledge of Excel. Willingness and aptitude to remain current with the same. Possess communication skills sufficient to insure department and inter-department harmony. Have a basic knowledge of HR functions. Basic knowledge oil and gas operations, language, and terminology is preferred. Perform physical demands for a typical office environment: sitting, standing, walking, bending, and occasional lifting up to 20 pounds.

**III. DUTIES AND RESPONSIBILITIES**

- A. Reception Desk Management
  - a. Greet visitors and notify the host staff.
  - b. Answer calls to the main line and forward as needed.
  - c. Ensure preparation of coffee at reception area coffee station.
  - d. Assure office supplies are adequately stocked. Maintain working relationships with office suppliers.
  - e. Assure that reception printer, mail machine, fax, and reception copier are in working order and supplied with paper (as applicable).
  - f. Distribute incoming mail to staff and arrange outgoing mail and overnight courier services.
  - g. Arrange lunch and document copies for meetings as needed.
  - h. As needed for planned absences, arrange for staffing reception desk with temporary contract services or other Company staff.
  
- B. Executive Level Support
  - a. Support CEO, President, and Sr. Vice President on a daily basis as needed.
  - b. Manage contribution inquiries in conjunction with AP analyst and President.
  - c. Maintain employee personnel files including vacation and HR records.
  - d. Maintain and organize investor files.
  - e. Assist with correspondence pursuant to the Master Service Agreement program.
  - f. Coordinate office maintenance with contractors for janitorial services and building repair.
  - g. Supervises contract receptionist when needed as coverage for this position's absence.
  
- C. Coordinate HR communications and compliance
  - a. Maintain familiarization with all benefit programs, particularly health insurance, sufficient to advise employees on problem solving HR issues. Maintain working relationship with outside HR advisors to assist in plan setup and problem solving.
  - b. Assure that employees are provided all HR materials and have submitted the necessary forms for plan enrollment or elections to not participate.
  
- D. Other Departmental Support
  - a. Assist accounting staff in bulk mailings as needed.
  - b. Assist in making travel reservations as requested for all staff.
  - c. Coordinate requests for conference rooms meetings.

**IV. SUPERVISION EXERCISED**

Contract receptionist.

**V. SUPERVISION RECEIVED**

CEO, President, Sr. Vice President, CFO