



DATADRILL
COMMUNICATIONS INC.
SEND/RECEIVE. ALWAYS.

DATADRILL COMMUNICATIONS INC. IS A DYNAMIC COMPANY THAT CREATES CUSTOM COMMUNICATION SOLUTIONS FOR ANY GEOGRAPHIC LOCATION. SERVICING VARIOUS OIL AND GAS CLIENTS IN ALL OF THEIR RESPECTIVE SECTORS (DRILLING, COMPLETIONS, PRODUCTION AND CONSTRUCTION); DATADRILL TAKES PRIDE IN THEIR ABILITY TO GET THE JOB DONE SAFELY WITH HIGH CUSTOMER SATISFACTION. DATADRILL IS CURRENTLY SEEKING AN ADMINISTRATIVE ASSISTANT.

THE IDEAL CANDIDATE MUST HAVE THE FOLLOWING:

- A STRONG TEAM PLAYER
- THE ABILITY TO MULTI-TASK
- A PROFESSIONAL APPEARANCE
- BE SELF-MOTIVATED
- HIGHLY ORGANIZED
- POSSESS A HIGH LEVEL OF ATTENTION TO DETAIL
- TIME MANAGEMENT SKILLS

JOB DESCRIPTION

- GREETING CLIENTS AND VISITORS
- SENDING/RECEIVING MAIL
- FILING DOCUMENTS; ELECTRONIC AND PAPER
- RECONCILING MONTHLY STATEMENTS
- ACCOUNTING SUPPORT
- DATA ENTRY
- INVOICE SUBMISSION

EXPERIENCE WITH MICROSOFT EXCEL AND WORD ALONG WITH ENTRY LEVEL ACCOUNTING EXPERIENCE IS AN ASSET.

IF YOU FEEL THAT YOU ARE A GOOD FIT FOR THIS POSITION, PLEASE SUBMIT A RESUME AND COVER LETTER TO careers@datadrill.ca. WE THANK ALL THE APPLICANTS, BUT ONLY THOSE DEEMED SUITABLE FOR THE POSITION WILL BE CONTACTED FOR INTERVIEWS.