

FIELD OFFICE ASSISTANT

LOCATION: Field-Based, TBD

JOB TYPE: Full-Time

SUPERVISOR: Vice President, Project Management

DEPARTMENT: Operations

SPECIAL NOTE: This is a field office position that requires traveling. Workdays are full-time 6/12s (6 days a week and 12 hours a day).

COMPANY OVERVIEW

Precision Pipeline, LLC, (PPL) is the first pipeline contractor uniquely designed to work within today's stringent pipeline industry. Known as the "Next Generation Pipeline Contractor," PPL has built a foundation of forward-thinking industry veterans to specialize in mainline cross-country pipeline, pipeline looping, laterals, rehabilitation and station construction.

SUMMARY

Assists Field Office Manager in daily operations and supports schedule deliverables.

ESSENTIAL FUNCTIONS

- Responsible for maintaining accounts payable and invoice entry, including month-end processes
- Maintains Comdata cards and transactions
- Maintains employee records and assists with hiring process
- Reviews and maintains vendor statements
- Maintains databases (Vista, Keystyle)
- Provides assistance to Field Office Manager
- Maintains field-level vendor relationships
- Maintains project processes and procedures
- Performs quality checks to project deliverables
- Communicates with project management

KNOWLEDGE, SKILLS & ABILITIES

- Microsoft Office, specifically Excel, OneNote, and Teams
- Adobe Acrobat
- Strong use of spelling, composition and grammar
- Critical thinking, time management, problem solving and analytical skills

QUALIFICATION REQUIREMENTS

- Experience in the pipeline industry preferred, although not required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

FIELD OFFICE ASSISTANT

Detailed Responsibilities

ACCOUNTS PAYABLE

- Document control
 - Phase code spreadsheet
 - Sales tax spreadsheet
 - W9s
 - Invoices
 - Packing slips
 - Statements
- Review project-specific email
 - Organize emails for future use
 - Reply to vendor emails, as needed
 - Save documents in systematized order (i.e., packing slips, invoices, statements, etc.)
- Obtain daily paperwork (packing slips, BOLs, invoices, receipts) from responsible personnel (Purchasing Agent, Master Mechanic, etc.)
 - Verify all packing slips have “received” stamp
- Attach packing slips to corresponding invoices
- Obtain necessary signatures on invoices without packing slip
- Aid in monthly accruals deliverable
- Data entry
 - Verify correct batch month
 - Complete accurate and speedy data entry of invoices
 - Attach invoice and packing slip to invoice entry
 - Approve invoices in workflow
- Training personnel on Comdata/Expense Tracker
- Entering receipts in Expense Tracker
- Review statements for past due invoices
- Review and verify equipment/rental invoices
 - Navigate TMT and equipment list for verification
 - Verify equipment number, job, rental period, rental amount, etc.

COMMUNICATION

- Communicate and maintain relationship with vendors
- Assist with payment status (work with Accounts Payable Specialist and vendor)
- Request documents from vendors
 - Statements, missing invoices, credits, etc.
- Communicate off rent errors with equipment administration
- Communicate changes in processes with Office Manager and Project Team

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MISCELLANEOUS

- Product knowledge
- Recognizing taxable materials vs. exempt materials
- Inquire on underlying issues
 - Invoice requiring credit
 - Phase code questions
 - Billing issues

HUMAN RESOURCES

- Support Office Manager with human resources
- Determine status and complete documentation based on hiring status
 - Rehire – rehire report in Vista
 - Transfer – HR rehire report in Vista
 - New hire – electronic new hire in Keystyle
- Obtain copies of documents – driver’s license, social security card, direct deposit information, and insurance (if required)
- Update employee records in Vista (HR Resource Master & PR employees)
- Updating separation dates and reasons in Vista (HR Resource Master)
- Assist employees with record changes

**Office Assistant reports directly to the Office Manager and should support in tasks deemed appropriate.*

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