



JOB POSTING: ADMINISTRATIVE ASSISTANT

Location: Head Office located between Provost & Bodo, AB

Employment Type: Permanent Full-Time

About the Role

Steel Creek Energy Services is growing, and we're looking for an Administrative Assistant who thrives in a dynamic, entrepreneurial environment. This role is ideal for someone who is proactive, resourceful, and comfortable working without a rigid roadmap. You will be our lead bookkeeper for Accounts Payable, ensuring accuracy, timeliness, and strong financial coordination across the business. You'll also support our owners, managers, and safety team with a wide range of administrative and operational tasks.

We need someone who sees what needs to be done, figures out the next step, and takes action.

Key Responsibilities

Accounts Payable Coordination

- Leads Accounts Payable activities; Manage invoice intake, coding, approvals, and entry into QuickBooks Online
- Support additional bookkeeping tasks as needed, including receipt management, reconciliations, and basic reporting.
- Maintain organized digital and physical financial files, ensuring consistent naming, retention, and accessibility.

Safety Administration

- Work closely with the Lead Safety Representative to manage all health and safety documentation and compliance requirements.
- Primary Administrator for Occupational Health & Safety software, including onboarding employees, maintaining system accuracy, and supporting day-to-day usage across the organization.
- Track certifications, training records, inspections, incident reports, and corrective actions.
- Prepare safety reports, forms, and compliance documentation for internal and external stakeholders.

General Administrative Support

- Maintain office organization, supplies, equipment, and vendor coordination.
- Provide day-to-day administrative support to owners and managers, including scheduling, coordination, and follow-up.
- Lead SharePoint file organization and document management, including Employee Hub updates and structure maintenance.
- Conduct weekly reviews of procurement and bid platforms to identify new opportunities for the business.

- Coordinate job fairs, community events, and promotional activities
- Jump in where needed — this is a startup, and everyone wears multiple hats

What We're Looking For

Essential Skills & Experience

- Bookkeeping or financial administration background
- 2-3 years administrative experience
- Proficiency with Microsoft 365 (SharePoint, Teams, Outlook, Excel, Word)
- Ability to work independently with minimal direction
- Strong organizational skills, accuracy, and follow-through
- Comfortable in a startup environment with evolving processes

Assets

- Experience in the oil & gas or industrial services sector
- Familiarity with safety administration or OH&S documentation
- Comfort with event coordination

Who You Are

- A self-starter who sees what needs to be done and takes action
- Comfortable working without a rigid roadmap
- Organized, reliable, and detail-oriented
- Able to juggle multiple responsibilities with shifting priorities
- Approachable, collaborative, and supportive in a small-team environment

Why Join Steel Creek Energy Services?

- We genuinely invest in employee well-being. Our Alberta Blue Cross benefits include Telemedicine, a Wellness Program, a Health Spending Account, and an Employee & Family Assistance Program.
- We back wellness with meaningful time off. You'll receive three weeks of vacation, paid casual sick time, and a paid Wellness Leave days so you can recharge, reset, and take care of yourself without hesitation.
- A flexible, casual, and supportive work environment. We trust people to do great work and give them the autonomy to manage their day in a way that works for them.
- Real ownership over your work. Your ideas won't just be welcomed, they'll directly influence how we operate and how Steel Creek continues to grow.

How to Apply

Please submit your resume to HR@steelcreekenergy.com with the subject line: Administrative Assistant Application – [Your Name].

Check out the Steel Creek Website for more information about the work we do!

<https://steelcreekenergyservices.ca>