



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Administrative Assistants

Description:

Preferred Personnel's Oil and Gas client is seeking several qualified administrative assistants to join their team!

Qualifications:

- Strong administrative background preferred
- **MUST HAVE PREVIOUS OIL AND GAS EXPERIENCE**
- Previous experience in Data Management a plus!
- Great organizational skills
- Dependability
- Ability to follow direction and work as a team player
- Must be able to pass background check and drug screen
- **Must be able to work Monday - Friday, 8:00 AM - 5:00 PM**

APPLY TODAY

Send resumes to ppi@preferred-personnel.com

Preferred Personnel was established in 1986. We are a provider of a vast array of employment-related services. Our specialties include executive and technical recruiting, professional contracting, corporate outplacement, and temporary clerical services.

844-PPI-WORK

www.preferred-personnel.com