

Administrative Assistant

United American Energy operates and manages numerous oil and gas wells, equipment, leases and related facilities, located on approximately 6,000 acres in Estill, Lee and Powell Counties in Kentucky. Field activities are directed from our local office in Ravenna, Kentucky.

UAE is dedicated to the efficient management of oil and gas operations. With a knowledgeable and high integrity team, we utilize our expertise to tap into the valuable underdeveloped resources on the fields we operate. UAE seeks to maximize oil production in a cost effective manner.

Duties include but are not limited to:

General administrative duties including creating and maintaining documents using Microsoft programs such as Word, Excel and Outlook

Assist Sr. Land Agent with collecting information

Implement and maintain filing system

Answer incoming calls and base radio

Coordinate monthly training and inspections

General office duties such as sending faxes, making copies and meeting preparations

Other duties as assigned

Requirements:

Proficiency in MS Word, Excel, and Outlook

Excellent verbal and written communication skills

Excellent organizational skills and the ability to multitask

Must be able to work with little supervision

Ability to work in a team environment

High school diploma or its equivalent

Must be able to pass drug screening and background check

Must possess a valid driver license

Experience in production reporting and or abstracting/ title work preferred but not required

Wages and Benefits:

Competitive wages, paid time off and paid holidays as well as full benefits (medical, dental, vision, flexible spending account, short term disability, group life and accidental death insurance)

Email resumes to vburnett@madisoncap.com or fax to 606-726-9784
