

QEP Energy Company

Administrative Assistant (NDADST) – Parshall, ND.

Salary will reflect market rates based on the QEP Resources' Compensation Plan.

To apply for this position: Email to careers@qepres.com or fax a resume and attached Self Identification Survey to Frances Bosch at (801) 324-2782 (specify job number & salary requirements)

Duties and Responsibilities

Will perform a variety of functions in our Parshall office; Duties will include:

- Providing administrative support to operations, drilling, and regulatory personnel
- Posting and delivery of mail
- Internet research
- Invoice handling
- Answering telephones
- Assisting visitors
- Recordkeeping
- Coordinating department meetings, including preparing and distributing the agenda
- Generate expense reports
- Perform other duties as assigned.

Work Conditions

May require working under stressful conditions associated with filing deadlines and heavy workloads; and overtime to complete projects.

Minimum Qualifications

- **Knowledge** of: basic office skills including arithmetic, spelling and grammar; department and organization procedures; business and industry terminology.
- **Skill in:** using Microsoft Word, Excel, Outlook and PowerPoint, relating interpersonally; and operating basic office equipment (i.e., computers, printers, telephone, fax, photocopier, postage meter and calculator).
- **Ability** to: communicate effectively orally and in writing; understand and clarify oral and written instructions; handle and maintain confidential information; exhibit high-level self-management skills; respond to telephone calls; use features of the telephone system and Outlook calendar; determine the distance and relationship between objects; see objects at close range; follow directions from supervisors.
- **Requirements:** regular attendance; two years previous experience as an administrative assistant; prefer administrative experience in the oil and gas industry.



Confidential Applicant Voluntary Self-Identification Survey

AN EQUAL OPPORTUNITY EMPLOYER
P.O. BOX 45433, SALT LAKE CITY, UT 84145-0433

Position Applied For	Applicant Name (Last, First, Middle)	Date Completed

Equal Employment Opportunity Notice: Every qualified person has an equal opportunity for hire, assignment, and advancement without regard to race, color, religion, age, gender, disability, veteran status, sexual orientation, national origin or any other class protected by law.

QEP Resources is subject to mandatory federal government reporting and recordkeeping requirements for the administration of employment laws administered by the U.S. Department of Labor and the Equal Opportunity Commission. As a result, we ask you to **voluntarily** self-identify your race/ethnicity, and gender. Your completion of this form is **voluntary**, and refusal to complete will not subject you to any adverse treatment. The information will be kept confidential except to government officials engaged in enforcing employment laws, and will be kept in a secured environment with limited access.

Race/Ethnicity: Please mark the race/ethnicity category with which you primarily identify.

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five race categories. Please identify the applicable races by marking the appropriate categories above.

Gender:

- Male**
- Female**

Thank you for your cooperation.