



# JOB ADVERTISEMENT

**JOB TITLE:** ADMINISTRATOR

**LOCATIONS:** All of the positions are located in Grand Junction, Colorado, Rock Springs Wyoming or various locations throughout Oklahoma, Texas and Louisiana.

## ABOUT THE COMPANY:

*CUDD ENERGY SERVICES ("CES")* is a wholly owned subsidiary of RPC, Inc. (NYSE trading symbol: RES). Cudd is recognized worldwide as a leader in pressure control, and provides a complete line of live well services. These services include; coil tubing, nitrogen, hydraulic workover, wireline, well control and stimulation services. Cudd's reputation for problem solving, innovation and technological leadership is supported by highly experienced professionals who are experts on the inter-workings of everything beneath the surface of a well. They are trained to perform safely and cost-effectively and are backed by thorough engineering support.

## ABOUT THE JOB:

Administrators provide general administrative and clerical support for the District at the highest quality level. This involves, processing accounts payable and receivable invoices, reconciliation of purchase orders, processing company expenses and time sheets for submission. They also prepare daily, weekly, monthly and quarterly reports as needed. In addition, they keep up to date with company accounts and Cudd Energy Services Work Instruction policies. Administrators may also, assist in explaining administrative procedures and policies to workers, act as custodian of local documents and records, and perform various other duties and activities as assigned by their supervisor within the physical constraints of the job.

## THE REQUIREMENTS:

<input type="checkbox"/>	Must be legally authorized to work within the United States.
<input type="checkbox"/>	Must be able to read, write and speak the English language in a manner that enables the employee to communicate effectively and safely in the workplace.
<input type="checkbox"/>	Should have at least 1 year general admn/clerical experience or the equivalent
<input type="checkbox"/>	Must have proficient typing skills and strong organizational skills.
<input type="checkbox"/>	Must be proficient in Microsoft Excel, Word and Power point.
<input type="checkbox"/>	Must be able to work with tight deadlines
<input type="checkbox"/>	Should have some Accounts Payable/Receivable knowledge.
<input type="checkbox"/>	Should be able to work and interact with all levels of personnel

## WORK CONDITIONS:

Administrators work solely in an office environment. The job is based in the continental U.S. but travel to various domestic locations to perform work or attend training seminars, may be required.

## TO APPLY:

Please email your resume to [jobs@cudd.com](mailto:jobs@cudd.com) . Please put the position title applying for, reference number CUD932 and desired location in the subject line of the e-mail.