

Alliance Petroleum Corporation

We are currently looking to grow our team and have the following vacancies available:

Full-time Executive Assistant to COO

To assist with managing the daily operations and staff of Alliance Petroleum Corporation, including the execution of all company policies, procedures, programs, and systems. Receive guidance and oversight from the COO and President on a regular basis.

This position will be accountable for delivering and maintaining high standards of customer service. Investigating customer complaints and resolving customer issues in a timely manner.

Demonstrate proficiency in MS Office Suite: Excel, Word, PowerPoint and Sharepoint.

Key Competencies:

- Goal oriented
- Strategic planning
- Influence and inspire a diverse workforce
- Critical thinking and problem-solving
- Emotional intelligence and conflict management
- Interpersonal skills
- Effective communication
- Team work, adaptability and resourcefulness
- Integrity
- Time management and organization
- Personal accountability

Resumes may be submitted to [rwatson@alliancepetroleum.com](mailto:rwatson@alliancepetroleum.com)