

FIELD SERVICES TECHNICIAN – Tulsa, OK

- GED/High School Diploma, Technical School Certificate, Post-Secondary Diploma, Associate's Degree, or applicable military certificates required;
- Five (5) years or more relevant industrial experience required, preferably in the fabrication of steel products or the drilling industry or similar;
- Training or experience, or both, in one or more of the following areas required: design, drafting, metal fabrication, inspection and testing, fit-up and repair, welding, iron working, hydraulics, drilling or project management;
- Extensive worldwide travel required, onshore and offshore (150+ days per year);
- Must possess and maintain valid passport;
- Must have and maintain a valid U.S. drivers license with an acceptable MVR (i.e. no alcohol-related charges);
- Must pass all Drug and Alcohol related tests as required by the Company and customers;
- Computer literacy required: Microsoft Office: Excel, Word, Access, etc.;
- Ability to multi-task and work on multiple projects at the same time required;
- Ability to solve practical problems or resolve issues and manage time effectively required;
- High School level reading, math and comprehension skills required;
- Must satisfactorily complete company indoctrination and training, and maintain additional training as required by the Company or customers.

ADMINISTRATOR, SALES – Tulsa, OK

Under general supervision, provides Vice President, Sales and Projects with high level administrative and clerical support to the Sales team.

Essential Duties and Responsibilities

Regular and punctual attendance at work is an essential job function of each position and is necessary to your individual effectiveness and that of your work group. Regular and punctual attendance is required of all employees.

- Reviews sales email and prioritizes based on date and/or urgency in order to expedite the delivery of purchase orders and the completion of commercial proposals.
- Answers phone calls from customers in a courteous and professional manner and prioritizes accordingly.
- Opens and records Requests for Quotes (RFQs) with the use of appropriate software in a timely manner.
- Provides equipment research for the completion of RFQs.
- Composes and prepares correspondence in a professional manner as directed by the Vice President, Sales and Projects.

- When Vice President, Sales and Projects is unavailable, distributes queries to the proper personnel.
- Performs other related duties as required and assigned by Vice President, Sales and Projects or other sales personnel.

Education and/or Experience

- High School diploma or equivalent required.
- Minimum of two (2) years office experience, preferably in a sales/customer service environment, or equivalent college level training required.
- Proficient in Microsoft Office, including Access, Excel and Word.
- Excellent verbal and written communication skills, including professional and courteous phone skills required.
- Active listening skills required.
- Accurate typing skills required, including the ability to compose and prepare professional correspondence.
- Strong initiative and self-starter required.
- Demonstrated ability to solve practical problems or resolve issues in a timely manner required.
- Strong customer relations skills preferred.
- Research skills are a plus.
- Excellent prioritization and time management skills required.
- Attention to detail required.
- Bilingual Spanish preferred.

Lee C. Moore, a Woolslayer Company, is an Equal Opportunity Employer