



# Pickering Energy Partners

Receptionist, Corporate

## + RECEPTIONIST

### Firm description

Pickering Energy Partners (PEP) is an energy focused financial services platform. Our expertise spans decades across the entire energy landscape. We've deployed over \$15 billion across all energy sub-sectors. We are, at our core, trusted energy advisors, investors, and partners alongside our clients. Each of our businesses build upon the momentum of each PEP offering and deliver actionable opportunities for companies across the energy value chain – including the Advisory practice, the market intelligence business (PEP Insights), Consulting (ESG and Strategic) and Investment (public equity, private equity and direct opportunities) practices.

Headquartered in Houston, Texas, PEP delivers an experienced, opportunistic team that aims to provide guidance and long-term value for clients while having a positive impact on the companies and communities that PEP invests in.

### Position description

PEP is seeking a highly-motivated individual for a temporary-to-hire Receptionist/Front Desk Assistant.

### Primary responsibilities

- Order and maintain inventory of office and kitchen supplies
- Stock kitchen daily and keep clean
- Answer main phone line and direct calls
- Organize lunch for meetings and employee meals
- Print and bind meeting materials
- Greet guests and set up meetings
- Check and distribute mail daily, FedEx/UPS if needed
- Manage conference room calendars
- Place work orders with building's online system
- Edit PowerPoint and Excel files
- Additional duties as required

### Critical competencies

- Minimum 2 years of office support experience
- Salesforce knowledge a plus

### Additional information

- To be considered, qualified candidates should send their resumes to [Resumes@PickeringEnergyPartners.com](mailto:Resumes@PickeringEnergyPartners.com), and reference "Receptionist" in the subject.