

Lasso Energy LLC is a growing oil and gas operating company with an administrative office in South Hutchinson. We have a small, friendly office and are looking for team-players with a can-do attitude and strong computer skills.

Administrative Assistant – Full Time

We currently have an opening for a professional, highly organized full-time Administrative Assistant.

Responsibilities include: answering phones, receiving and processing incoming mail and faxes, writing letters and emails, filing out and submitting state forms, scanning paper documents and maintaining our electronic file server, organizing paper files, maintain a professional front-office reception area, and other office duties as assigned.

Skills that we are looking for include: Prior office experience, Microsoft Word, Excel, Outlook, Adobe Acrobat Professional, typing speed of 50+ WPM, experience with scanning and office equipment, organization, ability to multi-task, flexibility (able to change tasks or direction on short-notice), ability to work in a face paced environment.

Bookkeeper – Part-Time

We also have a part time position for a bookkeeper to assist with accounts receivable and accounts payable, reconciliations, reporting and other accounting tasks as needed. This position has the potential to become full-time.

The qualifications for this position include: 3+ years of prior accounting experience, prior accounts receivable, accounts payable and general ledger experience, ten-key by touch, typing skills of 50+ WPM, strong computer skills including Excel, Word, Outlook, Adobe Acrobat Professional, the ability to multi-task and work in a fast-paced, high volume environment.

Both positions will start off contract for a 30 day trial period. Compensation DOE. We offer a competitive benefits plan for our full-time employees including medical, dental, vision, paid holidays and vacation accrual. Our part-time employee benefit plan includes paid holidays and paid time off (PTO).

Please submit your resume to – Fax: 316-462-0708 or E-mail: info@lassoenergy.com