

Operations Technologist

Olympus Energy LLC (“Olympus”) is seeking a motivated team member for the position of Operations Technologist for immediate hire in its Pittsburgh area operations. This position will provide support to the Operations team by overseeing administration of Peloton Software Suite, conducting research, preparing statistical reports, handling information requests, and assisting with various data integration and analytics efforts.

Core Responsibilities

- Implement and administer Peloton Software Suite
- Work within various Operations and Engineering databases to provide statistical information and analyses
- Prepare reports, regulatory submittals, memos, letters, safety alerts and other documents using Microsoft Office programs
- Conduct research, compile data, and prepare papers for consideration and presentation by management
- Work with accounting to reconcile invoices, payment to vendors, and track invoice activity

Requirements:

- Bachelor’s degree, preferably in a STEM field
- 2+ years of relevant experience in the natural gas industry
- Proficient in Microsoft Office programs and Peloton software suite
- Ability to work across multiple disciplines of Oil and Gas in a high pace environment
- Strong background in data management and automation, including TIBCO Spotfire integration
- Experience in invoicing, general office duties, and accounting practices
- Familiarity with hydrocarbon production databases and volume reporting

Olympus is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, religion, national origin, genetics, disability, age, or veteran status.

Interested candidates may submit resumes via email to careers@olympusenergy.com. Resumes will be reviewed as received and candidate interviews will begin immediately. Olympus is not accepting resumes from staffing/search firms currently. Please visit Olympus’s website at <http://www.olympusenergy.com/careers> for more information.