



Pin Oak Group, LLC
Administrative Assistant / Receptionist - Pin Oak Group, LLC

Location: Corpus Christi

About Us: Pin Oak Group, LLC owns and operates a Corpus Christi, Texas terminal offering multi-modal logistic solutions for the transportation, storage, and distribution of crude oil, refined products, and natural gas liquids.

Position Summary: The individual in this role will serve as the central administrative and front desk support for the Corpus Christi office, working closely with the Terminal Manager, local team, and other Pin Oak staff as needed. This position plays a key role in ensuring the office runs smoothly and presents a professional and welcoming environment to employees and visitors alike. Success in this role requires strong organizational skills, discretion, attention to detail, and the ability to effectively manage multiple responsibilities in a fast-paced, dynamic setting.

Position Responsibilities

- Lead the daily coordination of the Corpus office by managing front desk responsibilities, welcoming visitors, answering and directing phone calls, and supporting the overall efficiency and organization of the workplace.
- Maintain a professional, clean, and welcoming office atmosphere while serving as the first point of contact for all guests, vendors, and callers.
- Oversee daily office operations, including supply ordering, break room and file room inventory, mail/package handling, and coordination with building management and external vendors.
- Manage front-desk technology such as video conferencing systems and ensure meeting rooms and shared calendars are scheduled and maintained appropriately.
- Support employees by assisting with expense reporting, travel arrangements, scheduling needs, and general administrative tasks.
- Perform routine office tasks such as word processing, copying, scanning, faxing, filing, and maintaining physical and digital records on the company's shared drive.
- Assist with the preparation of presentations, spreadsheets, and internal documentation; maintain uniform inventory and track distribution as needed.
- Coordinate catering orders, dining reservations, and office events in support of team activities and meetings.
- Provide cross-departmental administrative support and act as an on-site resource for day-to-day operational needs.
- Handle confidential information with discretion and professionalism.
- Perform other duties as assigned in support of the team and broader office operations.



Pin Oak Group, LLC

Position Qualifications:

Required:

- Must have a minimum of five (5) years' experience working in a similar role including but not limited to general administrative and receptionist duties. College education may be substituted for experience requirement, with other work experience to indicate reliability and work ethic.
- Must be a self-starter and comfortable working independently with minimal supervision
- High school diploma or GED.
- Excellent Communication skills, both written and verbal.
- Strong Organizational skills with a keen attention to detail.
- Proficiency in Microsoft Office (Teams, Word, Excel, PowerPoint, Outlook).
- Comfortable learning new software tools and platforms.
- Experience managing travel arrangements and meeting logistics.
- Ability to manage time efficiently and prioritize tasks with minimal supervision.
- Ability to sit or stand for extended periods.
- Professional demeanor with a cheerful and welcoming personality.
- High level of discretion and confidentiality.
- Familiarity with office equipment such as printers and scanners.
- Ability to interact professionally with colleagues, clients and external partners.
- Valid driver's license.
- Commission as Texas Notary Public; must be eligible and apply upon employment if not currently commissioned (Company will reimburse cost)

Preferred:

- Prior experience using the Concur expense reporting system.
- Prior experience supporting both local and remote teams

Pin Oak Group, LLC provides equal employment opportunity employer

No recruiter submissions accepted