



JOB DESCRIPTION

We want to attract and retain the best talent in the industry. To meet this goal, we are creating a workplace where our employees are top priority;

Feel The Energy Of...

Our Assets – Our current basins consistently see excellent results. With the addition of key acquisitions, our growth projections are extremely strong. We will remain committed to improving the quality, safety and performance of our assets.

Our Performance – We continue to demonstrate leadership in the mid-stream marketplace. We were ranked # 1 and #2 in "Customer Satisfaction" in the EnergyPoint Research, Inc. Natural Gas Midstream Services Customer Satisfaction Survey for 2006 and 2009, respectively.

Our People – Here at MarkWest, we believe our continued success depends on the quality of our employees. We believe strongly that employee satisfaction leads to customer satisfaction.

Come join our team as our **Administrative Assistant** at our Majorsville location. This position reports to the Plant Supervisor.

POSITION SUMMARY:

Responsible for assisting in the safe and economical operation of natural gas liquids pipelines, gas pipelines, and gas processing plants operated by MarkWest.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assist in development of pipeline/processing plant manuals for entire system.
- Assist in maintaining operational, maintenance, and repair files as required by DOT, OSHA, Regulatory Agencies, and corporate policies.
- Assist in coordinating pipeline and plant operations with Management and all third party facilities.
- Perform clerical activities for the Area Manager, Pipeline Manager, and Operations Managers.

- Perform housekeeping, cleaning functions, in Office and shop areas.
- Must be a good communicator – must interact with public.
- Assist with the damage prevention program – call before you dig notices.
- Should be computer literate – possess a good working knowledge of Microsoft Outlook, Excel, and Word, etc.
- Administrative Assistant must be self-motivated and work with little supervision.
- Organizational skills and team motivated goals are necessary for this position.
- Process invoicing, payroll, and associated documentation.
- Should have good working knowledge of OSHA, and Pipeline DOT regulations.
- Additional requirements and duties assigned as needed.

SUPERVISORY DUTIES:

No

JOB QUALIFICATIONS:

- Current valid driver’s license required.

WORKING CONDITIONS:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job. The employee is regularly required to stand, walk and talk or hear. That employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to cold outside weather conditions and flammable gas and liquids. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; acidic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually low to moderate.

Interested and qualified candidates should contact us immediately to be considered for this terrific opportunity. Please send your resume to employment@markwest.com.

Please see our web site for more information www.markwest.com

MarkWest Energy Partners, L.P. is a master limited partnership engaged in the gathering, transportation, and processing of natural gas; the transportation, fractionation, marketing, and storage of natural gas liquids; and the gathering and transportation of crude oil. MarkWest has extensive natural gas gathering, processing, and transmission operations in the southwest, Gulf Coast, and northeast regions of the United States, including the Marcellus Shale, and is the largest natural gas processor in the Appalachian region.

The above statements are intended to describe the general nature and level of work for the position. They are not to be construed as an exhaustive list of all the responsibilities, duties, and skills required. All personnel may be required to duties outside of their normal responsibilities from time to time, as needed. All job descriptions are subject to change. Job functions and/or responsibilities can be amended at any time at management discretion.