Find Open Position

Workday can be used as a career management tool. You can find open positions at Williams and apply.

1. To get started, navigate to the **Career** application on the Workday homepage.
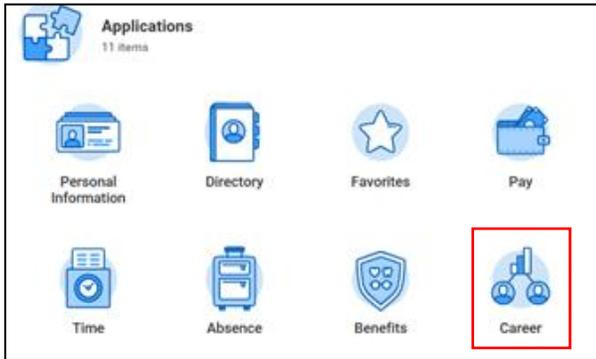
2. This brings you to the Careers page. In the **Actions** column, click **Find Jobs**.

3. You can enter your query into the **Search bar** or browse for jobs by using the filters along the left side of the page for: Full/Part-time, Hiring Manager, Job Profile, Organization, Primary Location or Worker Type.
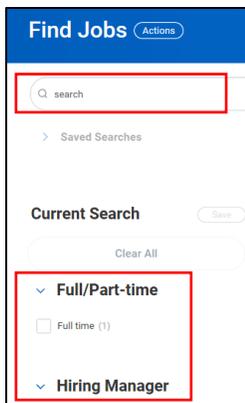
4. Once you've found a job you're interested in, **click the title of the job** to see more information about it, including the **Job Description**. This is also where you can begin to **apply**, or **refer** a colleague to apply.

5. For more information about the position and the organization it sits in, click **Supervisory Organization**.

Job Details	
Job Requisition ID	R0000235
Location	⦿ OK Tulsa - Headquarters
Posting Date	04/04/2018 - 3 months ago
Time Type	Full time
Job Type	Regular
Supervisory Organization	Tax

Apply for a Job

1. Follow the steps above to locate a job. When you are ready to begin your application, click **Apply**.

View Job Posting Details
Executive Assistant (Actions)

Job Description

Williams is committed to creating a diverse environment and is proud to be cants will receive consideration for employment without regard to race, co and expression, national origin, age, marital status, disability, veteran statu under applicable discrimination law.

Education Requirements:
Skill Requirements:
Competency Requirements:

[Apply]   [Refer]

2. Any information you previously entered on your Career Profile will auto-populate. To update or add information, click **Go to Your Profile** to make adjustments.

Need to make changes?

[Go to your profile]

3. You may also upload your **Resume/Cover Letter** to include with your application. **Drag and drop** the file or click **Select files** to upload from your computer.

Drop files here
or
[Select files]

4. Scroll down to complete a short **Internal Application Questionnaire** to confirm eligibility.

Please confirm that you reviewed the above statements at the top of this page. By responding Yes to this question, you acknowledge you have read and understand the above statement and that the information that you provide on your application is complete and correct.

◉ Yes
◯ No
◯ None of the above

5. Once you complete the required fields and ensure all information is accurate, click **Submit** to route your application for review.