

Operations Administrator

Responsibilities:

In your new role, your duties and responsibilities will initially include, but will not necessarily be limited to, the following:

- Provide support to Drilling, Completion & Facility Engineers
- Track corporate rankings pertaining to government rules & regulations
 - LLR tracking
 - DDS Inspections/Notifications
 - Initial Well Requirements (pressures, AOFs, fluid analyses)
- Assist with well & facility licensing
- Submit Completion & Workover data to Government Agencies
- Track and monitor AFEs, actual vs estimated capital spending
- Co-Ordinate distribution of RTD/RTS forms
- Distribution of daily drilling, completion & workover reports
- Creating and maintaining wellfiles & area project files
- Gather data and provide information to outside consultants
- Manage and maintain corporate well list
- Manage and maintain Alberta One Call database
- Assist with invoice coding as necessary

Qualifications:

- Strong organizational skills and ability to handle multiple tasks in a fast-paced operations group
- Fluent in Excel & Word
- Previous Oil & Gas experience would be a definite asset
- Positive attitude and a willingness to learn