



## **Liability Management Technician**

Cardinal Energy has a contract position with potential for extension for an experienced Liability Management Technician/Coordinator, working to assist in the management and execution of Cardinal's Asset Retirement Program. This position will provide assistance and support within the Liability Management group in both the office and field setting as required.

### **Key responsibilities:**

- Assisting in managing asset retirement projects including selection of areas/wells/facilities for Area Based Closure programs.
- Assisting with coordinating services for projects, defining time lines, selection and coordination of services.
- Budgeting for costs, tracking and ensuring all regulatory compliance with all relevant legislation, guidelines and regulations pertaining to asset retirement in AB and Sask.
- Assist in managing a reclamation and remediation portfolio.
- Remain current with regulation changes and assess the implications of any changes and setting up required processes.
- All administrative, data entry and submissions as required.
- Liaise with operations, land, regulators and third party consultants as required

### **Preferred skills:**

- Familiarity of regulatory, abandonment or environmental roles with an upstream oil and gas producer
- Environmental background and understanding would be an asset.
- Excellent interpersonal skills and strong work ethic
- Expert level knowledge of MS Office suite of products and familiarity with various software products commonly utilized by oil and gas producers
- Ability to budget, forecast and identify potential cost savings at both the project and portfolio levels
- Ability to multitask projects, manage time, organize and set priorities.
- Ability to solve problems, using creativity and innovation as needed.

This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities, and activities may be assigned or may be changed at any time with or without notice.

For more information on Cardinal Energy Ltd. please see our website at: [www.cardinalenergy.ca](http://www.cardinalenergy.ca)

Interested candidates should forward their resume to: [tonyan@cardinalenergy.ca](mailto:tonyan@cardinalenergy.ca) on or before the deadline date of April 19, 2019.

*We thank you for your interest; however, only those applicants requested for an interview will be contacted.*