



Oil and Gas Office Administrator

We are looking for an individual that will be a member of our administrative team in the Medicine Hat office. You will be responsible for all duties related to fleet, payroll submission, regulatory support, health and safety, general receptionist and cross train for PVR administration.

Role and Responsibilities

Coming from a strong background you will be responsible for:

- Coordinating with the leasing company for all fleet vehicle transfers.
- Tracking all fleet mileage and daily transactions of fleet credit cards.
- Submitting timesheets and OT hours to Head office for all South area employees, track balance of vacation days, and onboarding and exiting support
- Working directly for the Regulatory Coordinator to facilitate all tracking and submission to the DDS system. This will include D13, SCVF and IPT tracking sheets.
- Being the liaison with Complyworks for the South area employees and vendors. Advising vendors of any compliance inefficiencies. Help new vendors with initial submission to Complyworks.
- Minute taking for quarterly safety meetings.
- Keep inventory of all safety booklets for the area.
- Organize safety courses for the operators and staff.
- All main receptionist duties such as mail, courier, stationary orders, answering phone, accounts payable, updating excel spreadsheets, updating phone and security systems and help with event planning.
- Troubleshooting all printer/photocopiers and contact supplier if needed.
- Coordinate PPE orders.
- Cross train for PVR administrator duties including masters
- Cross train for financial/budgeting support

Qualifications and Education Requirements

- Minimum of 2 years of oil and gas company administrative experience
- Office Administrative Office Management diploma
- Minimum of 2 years PVR administrator experience

Preferred Skills

- Comprehensive knowledge of process flow in both a oil and gas facility
- Ability to work independently and make decisions when needed.
- Demonstrates initiative, time management, teamwork, and have a strong knowledge of written and verbal communication.
- Proficient in AER Registry, DDS system, Microsoft excel, PVR, Accumap, CS Explorer, AP Nexus, JV Nexus and advanced phone systems.

About Cardinal

Cardinal Energy Ltd. is an oil focused Canadian company built to provide investors with sustainable yield and growth. Management is focused on a disciplined growth plan, both financially and operationally, while providing a sustainable dividend to its Shareholders.

Please email your cover letter and resume to: TonyaN@cardinalenergy.ca

Only applicants that meet the criteria outlined above will be contacted as part of the short listing process.
