



Company Overview

A career at Obsidian Energy means working for a company with a dominant position in Alberta, where safety is valued, high performance matters and potential is realized. Continuous improvement is a cornerstone in Obsidian Energy's evolving culture, and it is critical to our pursuit in becoming the company that redefines oil and gas excellence in western Canada. Obsidian Energy is becoming a performance leader in the areas in which we operate, and we continue to look for the people who see the opportunity before us – to be the best, to put us on top and keep us on top.

The Role

Field Administrator

Peace River, Alberta

Posting Close Date: August 23, 2024

Located in Obsidian Energy's Peace River office, this role will provide administrative support in a busy, fast-paced office setting by demonstrating an ability to deal with the public, vendors, and co-workers in a professional and efficient manner. A background in the oil and gas industry as well as in financial and production accounting will be considered an asset.

Responsibilities

Duties include the following, but are not limited to:

- Support the Superintendent, Foremen and Maintenance Planners;
- Perform general reception and administrative duties for normal office hours 7 am – 4 pm;
- Greet all guests, maintain office calendars and staff availability, perform all shipping and receiving activities and ordering of office materials and supplies, support office cleaning, coordinate general maintenance, maintain paper and electronic files as requested, copy and scanning as requested;
- Provide operational support, including truck ticket verification, cost tracking and variance reporting, and production tracking and variance reporting;
- Generate and update reports and forms for the operating area;
- Plan and coordinate meetings and events on site and through video conferencing, including all logistics and administration;
- Track all active and spare fleet, monitor and ensure spare units are clean, equipped, serviced and ready for use, complete monthly reporting and maintain fuel cards and insurance;
- Partner with our Calgary head office by answering questions and participating in projects; and
- Provide vacation coverage for other administrators.



Qualifications

- Post-secondary education in Business Administration or minimum of two years related experience
- Advanced working knowledge of Microsoft applications: Word, Excel, Outlook, PowerPoint
- Experience with oil and gas operations and related software, especially PVR
- Willingness to gain working knowledge of Obsidian Energy software systems including, OpenInvoice, Maximo, Qbyte and Optix
- Strong time management, organizational and prioritization skills
- Excellent communication skills and a positive attitude
- Ability to demonstrate a high level of professionalism
- Possess a valid Class 5 Driver's License - drivers abstract may be required
- Adaptable to a flexible schedule that will require commitment outside of normal work hours
- Must be eligible to work in Canada

What Makes Us Attractive

Obsidian Energy is more than just a place to work - it's a community of professionals who are truly committed to the continuous evolution of the company and have interest in its success.

We value our employees and their commitment to the organization, and we recognize their contribution to the ongoing success of Obsidian Energy. Some of the highlights of our competitive rewards program include:

- Retirement savings plan
- Attractive annual bonus plan
- Long term incentive plans
- Attractive personal time-off plan
- Comprehensive benefits package

To apply for this position please send a resume to careers@obsidianenergy.com before **August 23, 2024**, with the job posting title in the subject line.

We thank you for your interest in Obsidian Energy and this position: however, only candidates selected for an interview will be contacted.

RECOGNIZED AS ONE OF CANADA'S TOP
SMALL & MEDIUM EMPLOYERS

