



Harvest Operations Corp. is a diverse energy company based out of Calgary offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets.

Harvest has an opening in June for a **Contract Management Specialist** reporting to the Team Lead, Supply Chain Management. This is a 1-year temporary full-time position based in Calgary.

Key Responsibilities:

- Prepare, negotiate, administer and manage all elements of approximately 450 contracts (Master Agreements, Operator Agreements, Consulting Agreements, etc.)
- Facilitate execution of contracts and amendments
- Maintain contracts information in Infor EAM
- Investigate and follow-up on contract related issues
- Perform rate comparison and analysis
- Assist in RFX initiatives
- Ensure all business is conducted in strict compliance with Harvest's Sourcing & Procurement Policy & Procedures, Code of Business Conduct and Ethics Policy and all other relevant Harvest Policies

Qualifications:

- Relevant undergraduate degree or diploma
- Minimum of 7 years' experience in sourcing, procurement and materials management
- Minimum 3 years' experience in the upstream oil and gas industry
- Excellent written communication and presentation skills with strong ability to multi-task and deliver on time
- Excellent interpersonal communication and negotiation skills
- Experience working in a business environment that is complex and ever-changing, with multiple stakeholders and competing priorities
- Advanced computer skills in the Microsoft Office suite of products, specifically Excel

Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

***Please reference "Job Posting - #10099 – Contract Management Specialist" in the subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.