



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 is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for an experienced **Executive Assistant** to join our existing Executive team. Reporting to the COO, the position will be based in Calgary. This is a temporary full-time employment position.

Key Responsibilities:

- Maintains appointment schedules by planning and scheduling meetings, conferences and travel for assigned Executive. Provides support to other members of the Executive team during periods and high workload, absences, etc.;
- Maintains a comprehensive understanding of the company and current issues;
- Prepares information related to company production and operations daily;
- Builds and maintains operations management system of meetings, reports, minutes and KPIs;
- Produces, proofs and edits reports, data and presentations that are accurate and professional;
- Manages logistics for internal and external meetings and makes arrangements for resources such as video conferencing and audio visuals;
- Manages travel and expense accounts;
- Establishes and maintains electronic and physical files pertinent to the assigned Executive's activities and ensures that they are handled appropriately;
- Screens, sorts and prioritizes mail, visitors and calls, recognizing critical items and prioritizing for follow-up actions;
- Maintains strict confidentiality with regard to business information;
- Performs other duties as assigned by the COO.

Qualifications:

- 10-15 years of related experience with 5 or more in a senior administrative capacity with advanced, diversified and progressive experience; preference will be given to individuals with applicable experience in the oil and gas industry;
- Flexible hours – schedule may vary with Executive needs;
- Proficient with Microsoft Office (Word, Outlook, Excel) and database software;
- Knowledge with Visio, MS Power BI, Publisher, etc.;
- Ability to quickly learn new software applications;
- Demonstrated ability to manage time and resources to accomplish goals in a face-paced, executive team setting;
- Exceptional planning and organizational skills, with a high degree of initiative, confidence and self-direction;
- Resilient and a strong team player with a willingness to assist in various tasks, respond professionally to criticism and manage changing priorities;
- Effective problem solving, attention to detail and discretion.

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 - #10089 – Executive Assistant" in the subject of your email.**

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