



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 **Administrative Assistant** reporting to the Superintendent, BlackGold. This will be either a staff or contract, full time position located at the BlackGold SAGD Facility near Conklin, AB. The successful candidate will reside in a camp facility on a rotational basis.

Key Responsibilities:

- Support the health safety and environmental goals of the project.
- General administrative support to the Operations and Maintenance Departments.
- Responsible for onsite cost control and tracking activities.
- Coordinate site logistics including camp and travel.
- Prepare digital material for presentations and reports as needed.
- Coordinate day to day activities such as scheduling meetings, meeting minutes, vehicle fleet, invoice verification, and booking facilities.
- Commitment to best practices in health, safety, and environmental management.

Qualifications

- A Business Administration Diploma or a Diploma in a related field is an asset.
- Valid Class 5 Operator's License or equivalent.
- 3 years working in an industrial facility environment with exposure to administration duties such as general administrative duties, cost tracking, invoice processing, filing, business writing and formatting.
- Self-motivated with a strong work ethic, good communication skills, and a positive attitude.
- Proficient with personal computers, Microsoft Office Suite CMMS, and other software applications.

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package including both short term and long term incentive plans. Please visit Harvest's website at www.harvestoperations.com to learn more about our company.

Please send your resume and cover letter to:

Harvest Operations Corp.
1500, 700 – 2nd Street SW
Calgary, AB T2P 2W1
Email: careers@harvestenergy.ca

Please reference “Job Posting - #10041 – Administrative Assistant” in the subject of your email.

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