

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 immediate opening for a **Receptionist** reporting to the Manager, Human Resources & Office Services. This is a permanent full time position based in Calgary.

Key Responsibilities:

Reception

- Screen phone calls and directing calls to the appropriate person
- Monitor three emails and directing emails to the appropriate person
- Open and distribute mail according to company standards
- Coordinate with courier services to send and receive urgent deliveries
- Process registered mail at the Banker's Hall post office
- Welcome visitors and ensure that they follow sign-in procedure
- Ensure boardrooms are kept to a professional standard of presentation
- Schedule and review boardroom meeting requests
- Order catering as requested and set up meetings with coffee, tea, etc.

Administration

- Coordinate with property management regarding parking concerns, gym memberships, bike cage, work permits, etc.
- Submit maintenance requests for any building maintenance
- Subleases
 - Bill subleases on a monthly basis
 - Bill work orders on a quarterly basis
 - Main point of contact for general concerns
- Submit invoices to Accounts Payable and coding invoices in Open Invoice software
- Order office supplies and maintaining supply room inventory
- Assist HR for incoming new hires
- Assist with Fleet Vehicles:
 - Reserve fleet vehicles for staff and follow company policy for all bookings
 - Update fleet management system with monthly mileage
 - Send ticket violations to the appropriate person
- Floor Fire Warden and First Aid certified if required
- Assist with planning company events
- Assist with coordinating office moves
- Create Expense Reports for Corporate Services
- Provide general office service support for all staff

Qualifications:

- High School Diploma; post-secondary education in Office Administration or a related field is considered an asset
- At least 2 years of experience in Reception and/or an Administrative role

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- Experienced in Word, Excel, Visio and ADP and various other programs and applications as required
- Must be able to work independently and multi-task in a fast paced environment with effective prioritization
- Demonstrate proficient interpersonal, organizational and communication skills
- Maintain a high level of professionalism and corporate etiquette

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 - #10095 – Receptionist" in the subject of your email.**

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

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