CARDINAL
ENERGY LTD.

Office Administrator

Cardinal Energy Ltd. is seeking a highly motivated individual to join our Central Operating team. The successful candidate will work out of the Cardinal Central Area field office, providing administrative support to both the Field Operations and Calgary based engineering teams.

Main Duties and Responsibilities

- General office duties
- Fleet management
- Time sheet management
- Regulatory submissions
- Health and Safety tracking
- Budget tracking
- Comply works administration
- Manage Time sheets through Pay Works
- CMDS Administration
- Assist in PVR and Verdazo reporting
- Assist in onboarding new hires

Preferred Experience and Skills

- Excellent interpersonal and communication skills
- Ability to work independently
- Excellent skills Microsoft office products (Excel, Word, Outlook, PowerPoint).
- Manage vehicle fleet and mileage reporting
- Ability to multi-task and manage priorities in a deadline driven environment.

Note that this is a full time, office based role located in Cardinal's office just north of Irma, AB.

For more information on Cardinal Energy Ltd. please see our website at: ***www.cardinalenergy.ca***

Interested candidates should forward their resume to: ***JanelF@cardinalenergy.ca*** on or before the deadline date of February 15, 2023

We thank you for your interest; however, only those applicants requested for an interview will be contacted.