



Asset Retirement Administrator

Cardinal Energy Ltd. is seeking an Asset Retirement Administrator to assist within our Liability Management group. The role requires an organized individual with exceptional time management and interpersonal skills to work within a dynamic and experienced Asset Retirement team. The successful candidate would be located in Calgary, have experience in the following and be able to perform their duties individually and in a group environment:

Key Responsibilities:

- Provide administrative support to the Liability group;
- Cost tracking using existing data management systems that includes invoice reconciliation;
- Assist with environmental project set-up and well file maintenance;
- Data gathering and project set-up for decommissioning team; and
- Report weekly, monthly and quarterly data as it relates to the asset retirement team.

Preferred Experience and Skills

- A minimum of three to five years of experience working within the Upstream Oil and Gas industry;
- Strong analytical skills, well-organized and, with good time-management skills;
- Working knowledge of the liability frameworks of Alberta, B.C., and Saskatchewan;
- Understanding of the end of life process for upstream oil and gas assets;
- Familiarity with Waste Tracking and auditing processes;
- General knowledge of Oil & Gas accounting practices;
- Expert level knowledge of the Microsoft suite, particularly Excel;
- Prior experience with WellView, Pandell and Accumap would be considered an asset; and
- 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 head office in downtown Calgary.

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

If you are an interested candidate, please e-mail your cover letter and resume to: resumes@cardinalenergy.ca.

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