



### **Operations Assistant**

Cardinal Energy Ltd. is seeking an Operations Assistant. The role requires an organized individual with exceptional time management and interpersonal skills to work within a team environment. The successful candidate would be located in Calgary, have experience in the following areas and be able to perform their duties individually and in a group environment.

### **Key Responsibilities:**

- Provide administrative support in a fast-paced environment;
- Assist with project set-up and file maintenance;
- Stack Dx uploads and management;
- Safety Management validation;
- Well filing;
- Filebridge (retrieve, review and deposits); and
- Reclamation collection.
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### **Preferred Experience and Skills**

- A minimum of three to five years of experience working within the Upstream Oil and Gas industry;
- Strong analytical skills, and well-organized, with good time-management skills;
- Working knowledge of the regulatory frameworks of Alberta, B.C., and Saskatchewan;
- Highly proficient level of 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](http://www.cardinalenergy.ca)

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

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