

Reporting to the Production Superintendent, you will be responsible for administrative support, located at Birchcliff's Spirit River Field Office.

In addition, this position will be responsible for being the first point of contact for Birchcliff's Spirit River Office and support in general office management. This position is Monday to Friday on site, from 8:00 am until 5:00 pm daily and reliability is a must.

Key Responsibilities:

- Greet visitors coming into the office.
- Receive daily mail and interact with couriers and freight trucks when necessary.
- Handle expense and mileage reports.
- Maintain the field directory and monthly field schedules for our Gordondale team.
- Book boardrooms, order meals and set up kitchen/lunchroom for meetings as required.
- Maintain kitchen area including regular cleaning, organization and restocking supplies.
- Order and maintain office supplies as needed.
- Create spreadsheets and prepare word documents as requested by foremen, leads and other staff members.
- Provide departmental support as needed.
- Assist with company events as needed.
- Any other administrative tasks that may be required.

Education Skills and Abilities:

- Office administration experience required.
- Proficient in Word, Excel, Outlook, and MS Project.
- Possess a dependable, pleasant, positive attitude.
- Strong attention to detail.
- Exceptional verbal and written communication skills with the ability to explain, write and present facts and ideas in a clear and concise manner.
- Proven ability to work effectively both independently and in a team based environment.
- Excellent organizational and time management skills, in order to manage multiple priorities and competing demands with tight timelines.
- Possess the ability to deal with a variety of diverse issues in a professional manner.
- Team player possessing the drive and determination to make a difference balanced with the skill, patience and tactfulness to accomplish projects in a harmonious manner; and a desire to positively contribute to the morale and culture of Birchcliff.

Application Process

Interested applicants are invited to submit their resume to careers@birchcliffenergy.com with the **applicant's last name followed by the position title** in the subject line of the email.

Birchcliff Energy Ltd. (www.birchcliffenergy.com) offers competitive compensation and benefits to its employees. The successful applicant will be a highly motivated, flexible, enthusiastic and well-organized individual who enjoys being part of a team.

Applications will be accepted until the position is filled.

We thank you in advance for your submission; however, only those selected for an interview will be contacted.