



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 **Field Administrator** reporting to the Superintendent. This is a full time position in the Sylvan Lake area. The successful candidate will reside within 45 minutes of the job site.

Key Responsibilities:

- Maintain Fleet Master as well as ARI Insights on all vehicle changes.
- Maintain vehicle revision changes to Financial Systems Analysis Group.
- Contact for ARI and for the field on all vehicles.
- Sorting and distribution of new Insurance slips, license plates, vehicle stickers
- Submission of timesheets and track balance of vacation days.
- Safety meeting coordinator.
- Minute taking of monthly safety meetings.
- Keeping inventory of all safety booklets for the area.
- Receptionist duties include mail, courier, stationary orders, answering phone, Accounts Payable, updating excel trackers, updating phone lists and security systems, troubleshooting all printer/photocopiers and contract supplier if needed, and event planner.
- Time sheet management
- PPE ordering.
- Open Invoice.
- PVR administration include:
 - maintaining and building in PVR Masters as well as in securities
 - daily PVR support to the company
 - maintain and troubleshoot scada systems and imports
 - daily Zedi, Noralta, Netflow imports
 - Zedi contact for new users and well permissions
 - Data Scavenger contact for non-operated wells
 - monthly-Non Op Petrinex Import
 - Well Status sheets
 - Roll it Program
 - exception reports
 - weekly Load Fluid
 - updating working interests from Enote into PVR
 - vacation Tracker
 - acquisitions and divestiture changes in PVR
 - wizard reporting
 - Verdazo reporting
 - Qbyte

Qualifications

- Minimum of 5 years' experience in administration
- Self-motivated with a strong work ethic & positive attitude
- Positive team player
- Safety conscious
- Working knowledge of MS Office specifically a strong user of excel and word.
- Working knowledge of Qbyte, SCADA and PVR
- Working knowledge of Roughneck would be a great asset.

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package including both short term and long term incentive plans. We are committed to providing ongoing professional development and opportunities for career advancement. Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Harvest Operations Corp.
1500, 700 – 2nd Street SW
Calgary, AB T2P 2W1
Email: careers@harvestenergy.ca

***Please reference "Job Posting - #10036 – Field Administrator, Sylvan" in the subject of your email.**

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