

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 is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **Joint Ventures Administrator**, reporting to the **Team Lead, joint Ventures**. This is a permanent position based out of the Calgary corporate office.

Key Responsibilities:

- Prepare drafts of company operated Mail Ballots for Joint Venture Analyst or Representative review. Send, record and complete results letters for all company operated Mail Ballots;
- Receive and coordinate response to all partner operated Mail Ballots;
- Verify AFE Joint Venture information in AFE Approval program and ensure fully executed Joint Venture AFEs are managed appropriately.
- Prepare all revisions to Exhibits for Service Agreements, CO&O and Unit Agreements;
- Provide ongoing maintenance of company and partner operated agreements and communicate all revisions to internal groups, partners and third parties;
- Ensure all service agreements and revisions are entered into CS Explorer in alignment with Joint venture data standards and verify data integrity;
- Ensure document management of agreement changes and other correspondence is maintained electronically;
- Administer and ensure existing service agreements are being adhered to, including providing Joint Venture Analyst and Joint Venture Representative with support to ensure proper accounting treatment and cost recovery;
- Assist the Joint Venture team in responding to Accounting and Audit queries regarding contractual obligations;
- Liaise with Accounting on the following items
 - Cost center requests and verification
 - New Business Associate requests
 - Well Status Sheets
- Assist Joint Venture Analyst and Representative with compiling data for operating forecasts and property reviews.
- Assist with special projects and other duties as required by the Team Lead, Joint Ventures and the Joint Venture Analyst

Qualifications:

- Minimum of 2 years of Joint Venture Administration experience in the oil and gas industry.
- Ability to communicate effectively with all levels of the organization
- Excellent organization, planning and analytical skills
- Working knowledge of CS Explorer, Qbyte, Word and Excel.
- Petroleum Joint Venture Associations' Joint venture administration certificate.

Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

***Please reference "Job Posting – 10341 – JV Administrator" in subject of your email.**



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