



Field Office Administrative Assistant (Maternity Leave Contract Position)

THE COMPANY

Headquartered in Calgary, Alberta and with operations near Fort St. John, British Columbia, Pacific Canbriam Energy Limited (“PCE”) is committed to our 5Cs business philosophy of creating benefits for our Community, Country, Climate, Customer, and Company.

Pacific Canbriam believes that the quality of its resource is a strategic asset that differentiates the company. Early efforts to identify a scalable, low cost supply source led to a focus in the Altares and Kobes Montney regions in northeast B.C. The Montney is a world class resource and Altares is among the highest quality areas. The region possesses a unique combination of thickness and over-pressure, which contributes to highly efficient stacked resource development and strong well deliverability. Pacific Canbriam’s Montney resource also possesses a high liquids content and overall rock quality that translates into a highly competitive supply cost.

We believe that teamwork is the foundation of our success. We have established a culture where problem solving skills and excellence are highly valued. Individual technical disciplines collaborate to achieve common objectives and continuously improve results. PCE’s strategy and its culture are centred on this commitment.

The next iteration of our integrated approach relates to the planned export of our natural gas to markets in growing economies overseas. To achieve this aim, Pacific Canbriam will supply B.C.’s proposed Woodfibre LNG project, which will liquefy the natural gas and load it into vessels. The natural gas will be shipped to help supply a growing demand for cleaner sources of energy in Asia.

THE POSITION

This maternity leave contract position is based in Fort St. John, BC and reports to the Manager, Operations. The contract will be from June, 2021 to the end of June, 2022. The Field Administrative Assistant knows and understands that they are the most important company brand ambassador, as they are the manager of great impressions for internal and external stakeholders. The core hours are 7:00am – 4:00pm Monday through Friday.

Responsibilities

- Greet and provide a welcome environment for all visitors
- Answering phone, managing switchboard
- Maintain a clean and safe work environment in all common areas including reception, meeting rooms and kitchen
- Catering for on-site meetings, minor event planning
- Provide general and administrative support for the Fort St. John area
- Act as a liaison between staff and building maintenance
- Supply room ordering and organization
- Mail services including mail run, distribution of mail, arranging for courier shipping



- Scanning/coding invoices into Powervision, reviewing for accuracy and reasonableness
- Work with other administrators and team members on special projects
- Seek to continuously improve administrative processes, systems and customer satisfaction

THE INDIVIDUAL

As a key member of the administrative team, this is an exciting and challenging position in a growing organization. It is critical that candidates possess the following experience, and characteristics:

Experience

- High school diploma
- Minimum 4 years of experience in a receptionist and administrative role
- Demonstrated career path and passion for the receptionist role
- General knowledge of office operations and/or facilities management preferred
- Knowledge of computers and relevant software applications, Microsoft Office
- Professional personal presentation
- Ability to work in a team environment as well as independently with minimal supervision
- Powervision knowledge considered an asset

Attributes

The ideal candidate will:

- Demonstrate the important “Three Ps” – Positive, Pleasant and Professional
- Be a people person with stellar verbal and written communication skills
- Be eager to learn and roll up their sleeves to get the work done
- Be a juggler of various tasks while keeping on top of deadlines and conflicting priorities
- Possess a keen eye to detail taking pride in a job well done
- Have a knack for physical space organization
- Value open communication and have a willingness to invest in working relationships

APPLICATION PROCESS

Please submit your resume and a cover letter to hr@pacific-canbriam.ca expressing your interest in the position and address your cover letter to Dave Webster, Manager, Operations. To be considered, your cover letter **MUST** detail how your specific expertise and experience relates to the qualification requirements.

Applications are being accepted until 5:00 pm on Friday, April 30, 2021.