

Position: Construction Technician

Tourmaline Oil Corp. is currently seeking a construction technician to support the Construction Team. This position will be responsible for providing administrative and related support functions to the Construction and Drilling department. This full time position is based in Tourmaline's Calgary office.

Essential Duties and Key Responsibilities

- Administration work for construction group
- Construction Well Filing:
 - File documents and reports in appropriate files and data bases
 - Maintain electronic file for surveys, well licences, EAP documents, etc.
- Creating and monitoring construction AFE's
- Coding and Reviewing construction and drilling invoices
- Maintain well inventory and construction tracking sheets
- Work with construction superintendents and surface land to manage short and long term dispositions
- Assist in maintaining reclamation tracking sheet
- Assist HSER department when required on tracking contractor safety tickets, distributing orientations, etc.
- Create drilling well files and binders
- Identify process and procedural gaps while providing solutions and implementation
- Other duties as required –assist drilling and completion groups

Experience and Qualifications

- Experience working in surface land, construction, drilling, and production departments would be an asset.
- Post-secondary technical diploma would be an asset in Business Administration, Petroleum Administration, Surface Land Administrative or related discipline.
- Minimum five (5) years related Oil and Gas environment in an administrative support role, supplemented with office experience.
- Competency in Outlook, Word, Excel and PowerPoint
- Positive and upbeat, can-do attitude.
- Excellent communication skills including listening, verbal and written.
- Exceptional time management skills and organizational skills, including multi-tasking competing priorities as needed and managing one's time as well as the time of others.
- Adaptable and able to work within deadlines, works well under pressure.
- Ability to maintain a confidential and secure environment.
- Attentive to detail.
- Ability to work independently within a dynamic work environment is essential; can function well with little direction.
- Proactive and self-motivated.

Deadline to submit resumes is February 22, 2019. Please submit resumes Attn: Dwayne English to Careers@tourmalineoil.com