



## CAREER OPPORTUNITY

### *Field Office Administrator - Operations*

#### Company Overview

*Progress Energy Resources Corp. ("Progress") was formed in 2001 and has grown to an organization producing approximately 50,000 barrels of oil equivalent per day ("boepd"). The Company's strategy focuses on growing reserves, production and cash flow, on a per share basis, through its capital program while paying a dividend to shareholders.*

*The company's two primary operating regions are the Foothills of northeast British Columbia and the Deep Basin of northwest Alberta. These regions are considered among the most desirable natural gas resource play regions in North America. New technologies are continually being applied and refined to economically recover the large natural gas resource-in-place.*

*With over 140 employees, we are committed to working together and building upon the strengths of the team. We believe in the continued growth of our company and have a vested interest in ongoing success. At Progress we encourage initiative, professional development and career growth and we offer a positive, dynamic and challenging working environment. With a competitive total compensation package and a track record of success, Progress seeks the brightest and most talented professionals in their area of expertise to join our team.*

#### The Role

Progress is looking for an intermediate to senior Field Office Administrator, to provide support to the Operations team located in our busy Fort St. John, B.C. office. Reporting to the Manager, Operations, the successful candidate must demonstrate a take charge attitude, strong organization skills, great attention to detail and be able to multi-task on a daily basis. This diverse role provides support to the cross functional Fort St John team in a variety of areas including office administration, accounting and event co-ordination and will appeal to a candidate who enjoys a wide scope of work. The incumbent must demonstrate an aptitude for a variety of work tasks, as the scope and breadth of this role can vary on a day to day basis. The ability to manage high levels of activity along with competing expectations and deadlines is necessary. This role requires strong interpersonal skills, some relationship management skills with respect to third party providers, as well as attention to detail in managing and maintaining data that is critical to internal and external processes.

#### Key Responsibilities and Accountabilities

- Liaison with Oil and Gas Commission (OGC)
- Process Accounts Payable invoices and resolving vendor queries
- Maintain large scale databases, including Beyond Compliance (BCI)
- Mentor and coach junior administrative staff
- Administer the fleet program
- Office administration including managing the office budget, office equipment and procurement of camp supplies
- Plan and co-ordinate company events
- Collect, review and code timesheets

#### Required Education, Experience and Skills

- Post secondary education (degree) is preferred, while at a minimum a diploma or certificate related to the role is required
- 3-5 years related experience, preferably in an oil and gas environment
- Strong knowledge of all MS Office programs, with an intermediate to advanced level of knowledge of MS Word, PowerPoint and Excel are required

- Excellent interpersonal and multi-tasking skills

*To apply for this career opportunity, please forward your resume in confidence to [careers@progressenergy.com](mailto:careers@progressenergy.com), or send it to our confidential fax at 403-539-1818. Applications will be accepted until 4.30 p.m. February 29, 2012.*

*Progress would like to thank all applicants for their interest in joining our team; however only the candidates selected for interviews will be contacted.*