

## ADMINISTRATIVE SUPPORT, ENVIRONMENTAL



### About the Orphan Well Association

The Orphan Well Association (OWA) is an industry-funded, independent non-profit organization that operates under the delegated legal authority of the Alberta Energy Regulator (AER). Our job is to close oil or gas wells, facilities (such as gas plants), pipelines and associated sites in Alberta that the AER has designated as orphans because they do not have a financially viable or legally responsible owner.

Since beginning operations in 2002, we have decommissioned more than 8,300 wells and received over 3,400 reclamation certificates. We are currently monitoring vegetation on over 3,800 sites where we have completed our reclamation work. This work has allowed municipalities, farmers, ranchers and recreational users to reconnect with what the landscape has to offer.

### About the Role

The Administrative Support, Environmental role provides essential organizational, administrative, and data management support to ensure the efficient operation of environmental remediation and reclamation projects. This permanent, full-time position is based in Calgary, reports to our Environmental Lead, and supports all members of the environmental team by maintaining accurate records, managing invoices, generating AFEs, and assisting with technical and administrative tasks.

### Key Responsibilities:

- Invoice Processing and AFE Generation
  - Review invoices for accuracy, compliance, and correct coding within Open Invoice
  - Review field costs entries within SiteView
  - Approve invoices within delegated authority limits
  - Process Environmental Coordinator AFE requests, ensuring proper coding, documentation, and approval routing within P2 AFE System
  - Entry of Approved AFE's into SiteView
  - Collaborate with the Finance team to create or update Pricebooks within OpenInvoice
- Data Management & Record Keeping
  - Enter and update environmental data in SiteView, OneStop, spreadsheets, and other internal databases
  - Review and validate SiteView and OneStop data to ensure data integrity and quality control
  - Record management, including linking records within SiteView and completing audit and compliance checks
- Technical Support
  - Providing general support to ensure efficient team operations
  - Assist with generating reports and compiling information for internal reporting requirements
  - Support the onboarding of new vendors or contractors as needed

**Qualifications**

- Post-secondary qualification in office administration, business or related field
- Proficient in the use of Microsoft Office suite

**Experience**

- At least four years' related industry experience in a comparable role
- Experience with SiteView and OpenInvoice is an asset; good working knowledge of SiteView with the ability to build complex queries and reports is preferred
- Experience generating AFEs
- Familiarity with environmental terminology and regulations is an asset
- Experience using Microsoft Power BI is an asset

**Skills**

- Excellent written and verbal communication
- Strong interpersonal skills
- Strong reasoning ability with attention to detail; adept at identifying and resolving issues
- Highly organized, able to set priorities, manage time wisely and meet deadlines effectively
- Self-motivated, proactive and comfortable working independently within specified guidelines
- Collaborative team player who works well with others to achieve shared goals
- Eager to learn new systems, tools and processes

Please send your cover letter and resume in confidence to [HR@orphanwell.ca](mailto:HR@orphanwell.ca) by 5:00 p.m., January 5, 2026, including "Administrative Support, Environmental" in the subject line. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.