



The Company

Tamarack Valley Energy Ltd. is a corporation engaged in the exploration, development, production and sale of oil and natural gas in the Western Canadian Sedimentary Basin. Tamarack is a pure-play Clearwater producer, holding an extensive inventory of primary drilling and waterflood expansion opportunities at Nipisi, Marten Hills and South Clearwater in Northern Alberta. Tamarack also manages an enhanced oil recovery portfolio of diverse assets across Alberta. The Company is committed to creating long-term value for its shareholders through sustainable free funds flow generation, financial stability and return of capital. The Company is publicly traded on the Toronto Stock Exchange under the symbol "TVE". For more information, visit www.tamarackvalley.ca

Role Description

We are currently looking for a **Contract Field Administrator** to join our Slave Lake team. This full-time position will provide administrative support to our ongoing field operations.

Summary of Duties:

- Review and submit vendor invoices for payment with appropriate cost coding and signatures in a timely manner.
- Collect, print and file documentation, pull reports and verify completion of documentation for Regulatory Compliance
- Create and maintain schedule of operators including updating phone lists and distribution lists
- Received contractor timesheets, invoices and expenses and review for errors
- Assist with maintaining cost coding lists and allocations
- Provide new hire onboarding support including set up of user profile on various software platforms, technical support and training coordination with other departments
- Act as the go between when IT/ internet issues come up at offices.
- Plan team building events, summer BBQ, Golf Tournament, Safety Meetings, etc. as requested including arrangement of breakfast/ lunch.
- Ensure office supplies are stocked and organized to facilitate efficient daily operations
- Maintain clean, tidy workspace in between bi-monthly cleaning staff visits
- Participate as a member of the Joint Health and Safety Committee

Qualifications and Education Requirements:

- 5 years in an office administrative role.
- Oilfield admin experience would be an asset
- Proficient with Microsoft office products (outlook/word/excel/SharePoint/ Teams/etc.)
- Successful candidate must be a strong communicator, self-motivated and able to work in both independent and team environments.
- Reside in the Slave Lake area

Please submit your resume online through hr@tamarackvalley.ca.