



Administrative Assistant – Overview

Canlin Energy Corporation, a private mid-sized oil and gas producer, is seeking a fully qualified and talented Administrative Assistant to join its team on a full-time basis. The ideal candidate will be detailed orientated, highly organized, have a positive attitude, and will provide quality administrative support to the business.

Location: Calgary AB

Administrative Assistant – The Role

- Sorting and distribution of incoming mail and office supplies
- Order and maintain inventory of office and kitchen supplies
- Coordinate maintenance requests with the building
- Draft and proofread internal communications
- Maintain list of access cards and issue cards to new hires
- Organize vendor documentation for work permits
- Walkthrough and tidy of common areas around the office
- Filing of land documentation
- Prepping and scanning documentation for digital files
- Other office services tasks as directed

Administrative Assistant – The Person

- 2 – 4 years experience working in an administrative position
- Proficiency in MS Office suite, Adobe Acrobat familiarity with IBM Maximo is an asset
- General knowledge of office technology
- Ability to be organized, detail orientated, thorough and a logical thinker
- Physically capable of repetitive standing, bending, reaching, and lifting files and/or boxes
- Energetic with a positive can-do attitude

Administrative Assistant – The Company

Canlin Energy Corporation is a privately held, long reserve life, natural gas weighted producer in the Western Canadian Sedimentary Basin. Our E&P business produces over 40,000 boe per day from predominantly operated wells, infrastructure and facilities. Canlin's key priorities are running a safe and sustainable business, focusing our portfolio, improving productivity, generating value from our midstream assets and investing for growth and value.

Please visit us at www.canlinenergy.com to learn more about our operations.