

<b>Position Title</b>	Administrative Assistant		
<b>Reports To</b>	Senior Field Administrator	<b>Location</b>	Grande Prairie, AB
<b>Posting Date</b>	2-Oct-2018	<b>Closing Date</b>	19-Oct-2018

#### Company Profile

NuVista Energy Ltd. is an independent Canadian oil and gas company pursuing a proven growth strategy with current production of over 50,000 boe/day.

We are committed to being a premier employer in the Grande Prairie oil and gas industry. Our corporate Mission and Vision are focussed on assembling a highly motivated workforce committed to growing shareholder value.

We work hard to live our Core Values of Respect, Honesty and Integrity, Open-Minded Teamwork, Empowerment and Visionary Leadership to attract team members who are aligned with these values, are passionate about the work they do and are committed to making NuVista a great place to work.

We have invested in our people through the delivery of leadership development and team effectiveness training and we're constantly looking for new ways and opportunities to strengthen our team.

#### Key Responsibilities

This successful candidate will be responsible for:

- Handling Accounts Payable duties such as coding and directing invoices, reviewing timesheets and creating invoices for Contract Operators
- Coordinating with the Calgary office to ensure payment of invoices in a timely manner and responding to Accounts Payable and Production Accounting queries as needed
- Fleet Management – act as liaison with fleet leasing company, coordinate vehicle service, track mileage and manage bookings for pool trucks
- Setting up and maintaining new facilities, batteries and wells
- Gathering, analyzing and entering daily production into NuVista's Production Volume Reporting (PVR) system
- Responding to PVR inquiries
- Answering inquiries from Field Operators
- Maintaining contractor files, contracts and safety tickets
- Coordinating a weekly report for the field office
- Providing office and administrative support as needed
- Organizing office functions
- Performing filing as needed
- Answering the telephone and directing phone calls as appropriate
- Acting as the first point of contact to meet and greet all visitors
- Managing incoming and outgoing couriers
- Manage all distribution lists
- Coordinating incoming mail
- Reconciling credit card statement

#### Qualifications/Attributes

- 2-5 years of administration work for an oil and gas producer
- Demonstrated ability to work independently with minimal direction in a fast paced environment
- Proven data entry accuracy
- Effective at relaying information to others
- Strong customer service approach and background
- Excellent organizational and time management skills
- Experience with Microsoft Office Suite including Excel, Word, PowerPoint and Outlook
- Working knowledge of CMDS, BYC and Powervision would be considered an asset

Of you are interested in applying for this position please submit your resume to:

[NuVista Application Centre](#)

**We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.**