



Hammerhead Resources ("HHR") is a Calgary, Alberta based private exploration and production company focused on the development and delineation of its ~114,000 net acre, contiguous asset base within the light-oil and liquid-rich windows of the Montney formation. HHR's land position is in the heart of one of the most economic plays in North America, and provides sizeable drilling inventory for significant growth potential.

Operations Administrator (Contract/Temporary Role)

Reports to: Senior Operations Technician

Location: Calgary

Effective Date: ASAP

Term: 12-month contract with possibility of extension

Primary Accountability:

Support the drilling, completions and water management teams by overseeing operations administration and technical support.

Key Responsibilities:

Operations Administration:

- Review, cross check and enter invoice numbers and amounts for all project invoices coming in from Open Invoice against Field Cost estimates in WellView/SiteView and forward to applicable approver(s) Oversee the invoice process, ensuring backup and signatures are obtained, and enter into the WellView/SiteView reporting system
- Monitor estimated Field Costs in WellView/SiteView and make necessary cost adjustments to ensure accuracy to actual costs in JV Nexus
- Track the movement of costs between projects (via Journal Entry verification) and make required adjustments in applicable WellView/SiteView projects
- Act as a back-up/vacation coverage for the Drilling & Completions Technician and Senior Operations Technician, assisting with:
 - Well Licensing
 - Daily Drilling, Completion & Workover Reporting and Electronic Wellfiles
 - Regulatory Reporting and Submissions for Drilling, Completion and Workover Projects
- Download approved AFEs related to Construction, Drilling, Completion and Workover Projects into applicable Electronic Wellfiles
- Oversee the management of Electronic Wellfile corporate data Develop an understanding of Alberta Energy Regulator (AER) Directives applicable to Drilling & Completions operations
- Provide AER administrative support in terms of Digital Data Submission applications (eg. well licences), notifications (eg. flaring, fracturing) and submission (pressure surveys, fluid analyses etc.)
- Assist with Directive 83 hydraulic fracturing notifications – both industry & AER notifications
- Prepare temporary diversion license (TDL) and temporary field authorization (TFA) checklist documentation packages for distribution prior to commencement of operations

Water Management Support/ Administration

- Prepare and manage TDL applications and related documentation
- Collect, review and compile data related to TDL / RTF Packages and send to Field and in-house distribution for Construction, Drilling, Completion and Facility/Pipeline Operations
- Monitor corporate monthly water use from construction, drilling, completions and facility/pipeline operations and prepare summary reports for WURS reporting
- Assist with reporting via Water Use Reporting System (WURS)
 - Monthly reporting of water usage on all active TDL's and TL's.
 - Annual submission of TL's annual adhoc reports
 - Management and administration of TDL's & TL's (adding/deleting TDL's / TL's and administration of users)
- Track water use for all TL & TDL's in WellView

- Download Water Tracking reports from Drilling Operations and track burrow pit usage volumes on well by well basis to ensure that HHR is not exceeding approved diverted volumes. Carry forward unused volumes to completion operations if applicable.
- Ensure that correct TL & TDL's (including the associated pits) & produced water volumes are being reported in WellView.
- Update the Corporate Water Usage, Term License & ESG Total Water Reporting & tracking sheets
- Oversee the electronic filing of all water metering records and any other well summary data from field operations for AER Audit purposes
- Pre-populate Water Sources/Destinations in WellView for each new location and update as operations progress (Add drilling, then completion TL's & TDL's as required – including available volumes, dates, etc.)
- Update WaterWorld/Drilling/Completion Phasing into WellView/SiteView for each new AFE Project

Requirements and Key Competencies:

- Ideally 3-5 years' experience working in an administrative capacity within the oil and gas industry
- Knowledge of AER directives considered an asset
- Previous experience completing cost control verifications and reconciliations considered an asset
- Experience with Peloton, WellView and SiteView an asset
- Strong computer skills required including Excel, Word, PowerPoint etc.
- Strong attention to detail with an ability to oversee multiple reporting requirements
- Excellent communication skills both verbal and written

To apply, please forward a cover letter along with a copy of your resume to:
careers@hhres.com.

Please include the position title in the subject line of your email. We thank you in advance for your interest to work with Hammerhead Resources Inc. however only those individuals selected for an interview will be contacted