



*Hammerhead Resources ("HHR") is a Calgary, Alberta based private exploration and production company focused on the development and delineation of its ~144,000 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.*

## Facilities Cost Control Summer Student

**Student Mentors:** Performance Reporting Analyst/Facilities Technician

**Location:** Calgary, AB

**Effective Date:** May 1, 2023

### **Primary Accountability:**

Reporting to the Manager, Facilities and Alternative Energy the Summer Student works in collaboration with the team by assisting with the completion of various activities and projects related to Cost Control and Performance Reporting

### **Key Responsibilities:**

- Review and provide coding for Facilities invoices, identify and resolve vendor invoicing issues
- Maintain project costs in Siteview and perform other cost analysis related duties
- Electronic file management, creating purchase orders and other administrative tasks as required
- AFE creation and other data management tasks as required
- Power BI master data management and exception reporting

### **Requirements and Key Competencies:**

- Currently enrolled and working towards a Bachelor's degree in finance, economics or related field
- Detailed oriented with the ability to multitask to meet all deadlines
- Proficient in Microsoft Excel, Word & PowerPoint
- Exceptional communications skills both verbal and written

To apply, please forward a cover letter, and recent transcript (where applicable) along with a copy of your resume to:

[careers@hhres.com](mailto: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