



*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.*

## Human Resources & Office Services Student

**Reports to:** Human Resources Manager / HR Business Partner

**Location:** Calgary, AB

**Effective Date:** May 1, 2023

**Term:** 4 Months

*As this position will be privy to confidential employee information it is not eligible under the Friends and Family referral program.*

### Primary Accountability:

HHR is seeking a high-performing student interested in gaining corporate office business administration experience. This is an exciting and challenging opportunity for a highly motivated team player who will be working closely with various teams across the organization to support various HR and Office Services projects and provide summer vacation relief at reception.

### Key Responsibilities:

#### HR Administration:

- Audit and organize hard copy personnel files to ensure that they comply with CRA requirements. This includes catching up on payroll filing.
- Organize our electronic personnel files to coincide with the hard personnel files for ease of locating important documentation. This includes support the team's electronic employee files project comprising of file preparation, scanning, and organization.
- Organizing recruitment and competition files ensuring all approval documentation is compliant.
- Update all employee policy documentation to reflect Hammerhead Energy Inc. This includes but is not limited to letter/agreement preparations, policy reformatting, updating Bamboo HR, etc.
- Updating HR organizational charts as needed.
- Developing the HR contact list for distribution to staff.
- As required support with recruitment and onboarding initiatives (job postings, package preparation, resume screening, reference checking, etc.).

#### Internal Communications:

- Support the drafting and compilation of the Company Newsletter – Sharkbites.
- Coordinate the collection of New Hire interviews and draft article.
- Support with organization of lunch n learns as needed.
- Assist as needed with the Company Intranet project

#### Office Services:

- Provide vacation relief for reception coverage as required
- Help stock kitchens and support the office services team with other projects as needed

### Requirements and Key Competencies:

- Completion of a minimum of 1 year of accredited post-secondary studies focused on Business Administration or Human Resources
- Experience with customer service is ideal;
- Highly proficient working knowledge of MS Excel and Word
- Strong verbal and written communication skills
- Strong analytical and problem-solving skills, with high attention to detail
- Ability to work within tight deadlines managing numerous deliverables and responsibilities with strong organizational skills

- Open and honest team player with a reliable commitment to seeing each task through to completion, self-driven with a positive attitude and desire for continuous learning

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

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