



Hammerhead Resources ("HHR") is a Calgary, Alberta based public exploration and production company focused on the development and delineation of its ~107,000 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.

Reception & Administration Assistant

Reports to: Field Office Supervisor

Effective Date: ASAP

Location: Grande Prairie, AB

Primary Accountability:

The Administrative Assistant will act as the first point of contact for all visitors to the office and will support our team in coordinating their day-to-day requests.

Key Responsibilities:

- Oversee daily reception and administrative duties including greeting guests, answering and transfer phone calls, scheduling meetings, meeting room approvals, etc.
- Manage incoming and outgoing mail and couriers
- Arrange catering for meetings as required
- Assist with office management tasks including replenishing the kitchen supplies.
- Update various documents and lists as required
- Support Production Accountants with truck ticket reconciliation
- Coordinate with IT to support local office set up
- Submit service requests to property manager
- Assist with Safety and Maintenance administration

Requirements and Key Competencies:

- Minimum of 3-5 years' experience in a reception-based role
- A diploma or certificate in Office Administration preferred, however equivalent experience would be considered
- Previous office related experience is required
- Highly proficient working knowledge Outlook, MS Excel and Word
- Strong verbal and written communication skills
- Experience with OpenInvoice, Maximo, PVR, WorkHub, CMDS considered an asset
- Exceptional Interpersonal skills
- High degree of professionalism, discretion, confidentiality
- Excellent organizational and time management skills

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