



Crescent Point Energy Corp. is a conventional oil and natural gas company with assets strategically focused in properties comprised of high quality, long life, operated light oil and natural gas reserves in Western Canada. Crescent Point strives to create sustainable, value added growth in reserves, production, and cash flow through the execution of management's integrated strategy of acquiring, exploiting and developing reserves in the Western Canada Sedimentary Basin.

Crescent Point is currently seeking to fill the following position:

Job Title: Document Control Technician

Location: Calgary, Alberta

Reports to: Team Lead, Document Control

The following will provide you with basic guidelines as to the duties required of this position.

Purpose:

The function of the Document Control Technician will be to scan the accounts payable invoices, journal entries and cash receipts.

Main Responsibilities & Activities:

- Prepare and scan accounts payable files
- Index the scanned documents for offsite storage
- Scan invoices and route for approval through workflow process

Knowledge, Skills & Abilities:

- One year of office experience would be an asset
- Knowledge of an electronic document management system would be an asset
- Experience with Records Management principles would be an asset
- Organized team player with ability to multi-task
- Strong working knowledge of Microsoft Office applications, specifically Word and Excel is required

Only qualified candidates of interest will be contacted

Interested individuals should forward resume to:

Crescent Point Energy Corp.

Human Resources

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Calgary, Alberta T2P 3Y6

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