



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: Field Administrator
Term: 12 Month Temporary Employment FullTime or Part Time
(potential of converting into permanent role)
Location: Provost, Alberta
Reports to: Supervisor, Office Services Provost

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

Purpose:

The Field Administrator is responsible for performing the day to day clerical duties at Crescent Point's field office in Provost, Alberta. The candidate should reside in Provost area due to the location of the role.

Main Responsibilities & Activities:

- Distribute messages and memos to operations staff
- Answer phones, open and distribute mail and prepare out going mail
- Maintain filing system
- Update phone lists
- Maintain office equipment and order supplies
- Assist as required with various duties within the office

Knowledge, Skills & Abilities:

- High School Diploma or equivalent is required
- Minimum 2 years of clerical experience is required
- Knowledge of the oil and gas industry is an asset
- Strong computer skills with proficiency in Microsoft Office applications
- Excellent organization, communication, and interpersonal skills are required
- Ability to work independently and manage multiple priorities
- Motivated self starter
- Demonstrates initiative and a strong desire to learn

Only qualified candidates of interest will be contacted

Interested individuals should forward resume to: hr@crescentpointenergy.com