



Crescent Point

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: Cost Control Administrator - Facilities
Location: Calgary, Alberta
Reports to: Manager, Facilities Engineering & Construction

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

Purpose:

As the Cost Control Administrator you will be responsible for coding invoices related to the facility and pipeline operations as well as completing the full accounts payable cycle.

Main Responsibilities & Activities:

- Review and provide proper coding for facility and pipeline invoices
- Research and resolve accounts payable issues with vendors
- Perform cost analysis on projects in order to provide information on supplemental AFE's for the facilities engineers and project managers
- Maintain and update the facility cost control system (P4E)
- Assist with special projects as required

Knowledge, Skills & Abilities:

- At least 2 years of accounts payable or related experience is required
- Post-secondary education is required
- Must have oil and gas experience related to facilities and pipeline projects
- Excellent interpersonal and communication skills are required
- Experience in using Qbyte and AFE Navigator would be an asset
- Experience with Ultimius and Workflow would be an asset
- High level of accuracy, excellent attention to detail & ability to prioritize is essential
- Self- starter capable of working independently with minimal supervision

Only qualified candidates of interest will be contacted

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