

## Job Description



### **POSITION: Field Administrator (West Ells)**

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This is a full time, permanent position, based out of Sunshine Oilsands Ltd.'s West Ells Field Office. The schedule is a 12 hour day, 7 days on/7 days off.

#### **JOB DUTIES AND RESPONSIBILITIES:**

The incumbent will report to the Steam Chief.

Responsibilities of this role include, but are not limited to:

- Enter data on databases Siteview and Maximo;
- Manage front counter, phone and email inquiries from contractors/vendors on a daily basis;
- Assist with processing tickets; includes coding from contractors/vendors and ensuring time-sheets are submitted;
- Perform and assist with additional administrative functions for office personnel;
- Plan, order, purchase, receive and stock stationary and specialty items for office and cleaning staff;
- Ensure on-site forms are complete, update distribution list, phone list and provide support for new employees. Ongoing support for all others as needed;
- Ensure camp sheets are accurate and maintained;
- Converse with Lead Operators and Foreman to complete duties;
- Provide support, assist and communicate with all field and corporate personnel;
- Assist corporate personal with co-ordination of site visits and/or tours;
- Extract reports from database for reporting to Calgary, when and as required;
- Assist with co-ordination of logistics;
- Other duties as required.

#### **Qualifications:**

- Minimum 2 years office experience;
- High School diploma;
- Office Administration Certificate or direct experience required;
- Valid Driver's license;

Sunshine Oilsands Ltd.

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- Siteview, Maximo and Microsoft Office experience is a definite asset;
- Must be legally permitted to work in Canada.