



Executive Assistant to the CEO

Athabasca Oil Corporation ("AOC") is an intermediate oil-weighted company with assets located in several of the largest resource plays in Western Canada including the Montney, Duvernay and Oil Sands. With approximately 40,000 boe/d of production, excellent growth potential and a strong financial position, AOC offers a dynamic and exciting work environment for the right candidate. AOC is publicly traded on the TSX under the symbol "ATH".

We are currently recruiting for a permanent full time **Executive Assistant** to support the day-to-day administrative needs of the CEO. This role will be responsible for ensuring efficiency and effectiveness through exceptional organization and the ability to multi-task. As the most senior Administrative role in the corporation, the successful candidate will coordinate with other administrative support roles in the company to ensure a high level of administrative support and efficiency across AOC. The position is based in Calgary.

Responsibilities:

Administration Support to the CEO

- Manage calendar, daily schedule, correspondence and expenses for the CEO.
- Print and organize documents in preparation for meetings.
- Screen and direct phone calls and follow up on voicemails.
- Arrange travel including flights, hotel, and ground transportation, as required.
- Coordinate employee town hall meetings.
- Assist in developing and formatting presentation material using MS Power Point.
- Implementation of accurate and consistent filing and document management processes.
- Support the preparation of internal and external meetings including coordination of venue/boardroom, catering, etc.
- Manage corporate subscriptions and season tickets.

Administration Support to the Board of Directors

- Support Board meeting and event coordination including venue booking, logistics, and IT support.
- Arrange travel including flights, hotel, and ground transportation, as required.
- Other support as requested by Board members.

External and Internal websites

- Support external communication through AOC external website management.
- Assist with the management of content on internal intranet platform.
- Support communication initiatives for Investor Relations, Business Development and HR across departments and the company, as requested.
- Coordinate media relations, as required.



Other

- Responsible for corporate merchandise ordering and inventory.
- Together with the HR department, coordinate corporate office management activities.
- Assist with AOC events, as required (such as Christmas party (kids/adult); Golf tournament, Stampede Party, and special event day planning).
- Provide front reception back-fill, when necessary.
- Willingness to help with any ad hoc duties as required.
- Collaborate with other Executive Assistants to ensure efficient support to all senior leaders.

Qualifications:

- 10+ years of administrative experience at the Executive level.
- MS Office suite advanced user.
- Highly organized with acute attention to detail.
- High degree of confidentiality with sensitive materials and conversations.
- Ability to work independently and identify priority items.
- Superior written and verbal communication skills.
- Post-secondary education in Business Office Administration would be an asset.
- Must be legally entitled to work in Canada.
- Office hours are 7:30 – 4:30 pm with willingness to work outside these hours as required.

We offer an exciting and entrepreneurial work environment and an array of projects in our portfolio.

Athabasca Oil Corporation is an equal opportunity employer.

To Apply:

To apply for this position, please forward your resume by **May 20, 2019** to careers@atha.com.