



Overview of Athabasca Oil Corporation

Athabasca Oil Corporation (“AOC”) is a liquids-weighted intermediate producer with exposure to Canada’s most active resources plays including the Montney, Duvernay and Oil Sands. With exceptional growth potential and a strong liquidity position, AOC offers a dynamic and exciting work environment for the right candidate. AOC is publicly traded on the TSX under the symbol “ATH”.

Executive Assistant to the CFO

We are currently recruiting for an **Executive Assistant** to primarily support the day-to-day administrative needs of the CFO with additional responsibilities including coordination and administrative support for the Finance group. This role will be responsible for ensuring efficiency and effectiveness through exceptional organization and the ability to multi-task. The successful candidate will coordinate with other administrative roles in the company to ensure a high level of support and efficiency across AOC. The position is based in Calgary and is an office-based position.

Responsibilities:

Administration Support to the CFO:

- Manage calendar, contacts, organize daily schedule, correspondence, and expenses for the CFO
- Print and organize documents in preparation for meetings
- Screen and direct phone calls and follow up on voicemails
- Maintain accurate and consistent filing and document management processes
- Support the CFO and finance team with administration around board meetings
- Arrange travel and any external commitments

IR Support to the CFO:

- Assist with the planning and scheduling of investor marketing trips, conferences, and meetings
- Assist with formatting and publishing of external disclosure documents (press releases, presentations, etc.)

Finance Team Coordination Tasks:

- Create monthly and quarterly detailed finance calendars and distribute within the finance team
- Prepare and distribute meeting packages and update minutes for meetings amongst the team
- Provide finance and treasury support as needed (e.g., bank deposits, corporate credit card management, corporate policies, accounts payable and vendor management)

Other

- Assist with the planning of AOC corporate events
- Support the Executive Assistant to the CEO with office management duties including managing service providers (coffee, plants, parking etc.), office supplies, and incoming mail/couriers

Qualifications:

- 10+ years of experience
- Exceptional communication and presentation skills
- Strong computing skills, specifically PowerPoint, Excel, and Word
- Proficient writing skills
- Superior organizational, time management, planning, follow-up and project management skills in order to adequately manage multiple projects at one time
- High degree of confidentiality with sensitive materials and conversations
- Ability to work independently and identify priority items
- Capable of handling tight deadlines and occasional non-routine hours
- Ability to work on a multidisciplinary team
- 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.

Please email your resume with a cover letter to careers@atha.com with “EA to CEO” in the subject line of the email by **October 22, 2021**. We would like to thank you in advance for your interest; however only those selected for an interview will be contacted.