

Overview of Athabasca Oil Corporation

Athabasca Oil Corporation (“AOC”) is a unique liquids-weighted intermediate producer. At AOC, we proudly and responsibly produce Canadian energy to improve people’s lives. We are passionate, take ownership of our work, get things done and are great at what we do.

The company has a predictable low decline thermal business with >1 billion barrels of top quartile reserves and low sustaining capital requirements. Athabasca also has a de-risked light oil business in the Montney and Duvernay with peer leading netbacks and a large inventory of development locations.

AOC has positioned itself with strong financial capacity of over \$300 million (mostly cash) and no debt maturities until 2026. The corporate strategy is to generate significant free cash and provide superior returns to shareholders. The company is on track to be debt-free by 2023, putting it in an enviable position relative to its peers. Sustainability is core to the business with strong governance and a commitment to reducing emissions through its technology roadmap.

Athabasca has a track record of transformative projects including JV’s, M&A, royalties, and unique marketing arrangements. AOC offers a dynamic and exciting work environment for the right candidate. AOC is publicly traded on the TSX under the symbol “ATH”.

Document Control Coordinator

We are currently recruiting for a Document Control Coordinator to work within a multi-disciplinary engineering environment to enable successful project execution and provide operational support. Key accountabilities include managing specifications and standards, managing engineering records and transmittals, supporting asset integrity programs, construction & field operations, and interfacing with EP firms. This position reports to AOC’s Director of Projects and will be a key integration point for internal and external execution activities.

This position is based in Calgary with occasional travel to field locations including Fox Creek, Leismer & Hangingstone.

Responsibilities:

- Manage all document transmittals internally and with EP firms, vendors & contractors.
- Maintain and improve document control policies, practices & procedures to meet business needs.
- Interface with Construction, Operations and Engineering teams at site and head office to coordinate controlled document distribution and combination efforts.
- Manage key engineering documents and changes, including drawing revisions, tag numbering, construction redlines, control logs etc.
- Coach and train employees around control processes & procedures.
- Coordinate retention policies, manage archiving and database cleansing.
- Maintain updated records, control logs, document matrixes, reports, and quality checks.
- Provide input into engineering & construction work processes to improve efficiency.

Qualifications:

- 10 years of progressive experience related to Document Control or Document Management and a related diploma, or equivalent combination of education/training and experience with applying document/records management principles, concepts, and tools.
- Strong Proficiency with MS Office applications (Word, Excel, SharePoint, PowerPoint), Adobe Pro and electronic document management systems (EDMS).
- The ability to work independently, requiring initiative, flexibility, judgment, and self-discipline.
- Demonstrated ability to drive new and innovative solutions in a collaborative multi-disciplinary team.
- High attention to detail with the capability to recognize problems and act quickly to rectify situations.
- Working knowledge of engineering and the upstream oil & gas business.
- Strong interpersonal, coordination, communication, and organizational skills.
- Must be legally entitled to work in Canada.

We offer an exciting and entrepreneurial work environment and an array of projects in our portfolio. To apply for this position, please email your cover letter and resume/CV to careers@atha.com with **Document Control Coordinator** in the subject line by **April 14, 2023**.

Athabasca Oil Corporation is an equal opportunity employer.