



Northern Hawk Energy Ltd.

Office Manager / Administrator

Full-Time - Contract - 6 Months

WHO WE ARE

Northern Hawk Energy Ltd. (“Northern Hawk”) is a growing junior energy company based in Calgary. Northern Hawk’s experienced management team has a track record of success and significant depth of experience in the Canadian Oil and Gas sector. The company currently owns and operates a thermal heavy oil project near Kerrobert, SK. Northern Hawk has a solid base of production and cashflow and plans to continue to grow both our production and our team over the next few years.

WHAT WE ARE LOOKING FOR

Northern Hawk has an opportunity for an Office Manager/Administrator based in the Calgary, AB office. This is a full-time/6-month/Contract role, with consideration of converting to a permanent position, after the initial term.

The successful candidate will organize and coordinate administrative duties and office procedures, influence and maintain a pleasant, professional and collaborative work environment through their actions and ensure high levels of organizational effectiveness, communication, and safety.

Reporting directly to the CEO and supporting the leadership team, the successful candidate will have a broad variety of responsibilities, typical of a smaller, growing organization; which will involve working closely with the entire team.

This is an exciting opportunity for a confident, experienced administrator who is eager to share their knowledge and demonstrate their highly developed skills by creating effective administrative and office procedures and processes. This individual will be an important part of ensuring the smooth running of the office and continuous improvement of day-to-day operations.

PRIMARY RESPONSIBILITIES:

- Developing and updating administrative systems to make them more efficient
- Resolving office and administrative problems
- Providing polished and professional communications
- Administering sensitive information in a confidential and professional manner

Office Management:

- Developing and maintaining file systems, including well files
- Proactively maintaining office supplies inventory
- Ensuring reliable operation of office equipment
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site social and professional activities: I.E. like celebrations, holidays and conferences
- Coordination of office moves
- Providing general support to visitors
- Answering and directing phone calls
- Receiving, sorting, and distributing mail, coordinating couriers

Administration:

- Organizing and scheduling meetings, conference rooms and appointments
- Filing, printing, copying, binding, scanning
- Assisting in the preparation and maintenance of reports, presentations and spreadsheets
- Booking travel arrangements
- Preparing and reconciling expense reports

Who We Are Looking For

This individual will be expected to play a key role in the successful, ongoing operations of the Company, they should possess the education, experience and expertise described by the following:

- Knowledge of office management systems and procedures
- Excellent time management skills, ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Resourcefulness
- Discretion
- High ethical standards
- Proficient in MS Office suite
- Minimum 10 years of experience in office management and/or administration
- College accreditation in Administration or a related program would be an asset

What We Offer

- A safe, respectful, workplace. We value trust, open communications, and the sharing of ideas.
- A visible, engaged leadership team, committed to making the company and its employees successful
- A competitive salary and robust benefits package, along with opportunities for innovation and professional growth.

Where We Are

- Downtown - Calgary, Alberta

Interested applicants are invited to forward a resume and introductory letter to rachel@wendyelleninc.ca by February 7, 2025. Please visit our website at <https://nhawk.ca/>

This position will remain open until a suitable candidate is found.

We thank all applicants for their interest in Northern Hawk, however only those under consideration will be contacted.