

**West Lake Energy Corp.** is a privately owned, intermediate producer with core assets located in the Lloydminster and Provost areas. West Lake's strategy is to grow its production base in both its heavy and medium areas through organic drilling complemented with focused acquisitions. West Lake has applied advanced drilling and completion techniques, which has allowed its wells to achieve compelling economic returns at sustained low oil prices. West Lake continues to execute on a material multi-year drilling program.

We are currently recruiting for a PVR Administrator for our Lloydminster Office or our Elk Point Office. Reporting directly to the Superintendent, Heavy Oil Operations, this role provides the opportunity to be involved in a full range of responsibilities including the following.

**ACCOUNTABILITIES:**

- Accountable for accurate entry of well test data and new well information.
- Accountable for providing accurate weekly well information.

**RESPONSIBILITIES:**

- Updating and distributing daily production report.
- Entering well test data and new well information.
- Working with the Production Administrator to ensure correct and consistent reporting.
- Working with assigned Production Accountants in regards to regulation reporting.
- Providing weekly well information to the operations team.

**QUALIFICATIONS:**

- Minimum of 3 years of experience in an administrative role.
- Previous experience using production reporting software, preferably PVR.
- Excellent communication and organizational skills.
- Proficient with the Microsoft Office suite of programs, specifically Excel.
- Experience in the Oil & Gas industry is preferred.

If you are interested in applying for this position, please submit your resume to [hr@westlakeenergy.ca](mailto:hr@westlakeenergy.ca), no later than May 31, 2019. Please include the job title in the subject heading.

*West Lake Energy thanks all applicants for their interest but only candidates chosen for an interview will be contacted.*