



JOB POSTING

Position Title: Contract Well Administrator	Date prepared: April, 2014
Department: Land & Legal	
Location: Calgary	
Reports to: General Counsel / Corporate Secretary	
Timeframe: May 15, 2014 – May 31 st , 2015	

DUTIES & RESPONSIBILITIES

Timely, accurate administrative work to keep company well database current and correct.

- Set up new and maintain well records in paper and computer files (CS Explorer and Maximo);
- Update well records on continual basis based on information received from Landmen, Land Administrators, Contracts Administrators, Drilling, Area Managers and others;
- Ensure wells are linked and related to correct leases/zones;
- Maintain consistency with Petroleum Registry; Liaise with Accounting and other departments to ensure accurate, up-to-date well information flow and accurate cost centres;
- Handling discrepancies/queries;
- Assist with reporting;
- Other duties as may be required from time to time.

MINIMUM QUALIFICATIONS

- Completion of Petroleum Land Administration Course (SAIT or Mount Royal);
- Working knowledge of CS Explorer, Geoscout and Petroleum Registry
- Excellent working knowledge of Word, Excel
- Minimum two years of relevant experience
- Minimal accounting experience would be a definite asset

Submit your resume in confidence to:

Trilogy Energy Corp.
Human Resources Department
1400, 332 – 6 Avenue SW
Calgary, AB T2P 0B2
Email: resumes@trilogyenergy.com
Website: www.trilogyenergy.com

We thank all applicants for their interest; however, only those considered for an interview will be contacted.