



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 core thermal oil business currently producing 32,000 bbl/d with a significant growth program underway. Athabasca has >1 billion barrels of top quartile reserves and a deep inventory of future projects. In addition, in December 2023 Athabasca announced the creation of Duvernay Energy Corporation, a private subsidiary company. Duvernay Energy is a unique standalone self-funded entity that offers investors pure-play exposure to the Kaybob Duvernay and is expected to grow to 25,000 bbl/d by the late 2020’s. Strategically Athabasca has two companies with independent strategies and capital allocation frameworks.

AOC has positioned itself with strong financial capacity of ~\$450 million (mostly cash), putting it in an enviable position relative to its peers. The company is resilient to commodity price volatility and is expecting to generate over \$1 Billion of free cash flow over the next three years. All free cash flow is currently returned to shareholders in the form of share buybacks. The combination of production growth and reduced share count is resulting in industry leading cash flow per share growth. The corporate strategy is to continue to grow our assets, generate significant free cash and provide superior returns to shareholders over the long term. 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”.

Administrative Assistant

We are currently recruiting for an Administrative Assistant reporting to the Senior Maintenance Foreman, the selected candidate will work closely with the operations, maintenance and engineering teams. This role will appeal to positive individual who excels in bringing engagement, execution and thrives in a collaborative fast paced environment. This position will be based at the Leismer asset but will provide support to Calgary SCM and Engineering Teams. Rotation will be 7on-7off.

Responsibilities:

- Responsible for site mobilization of vendors. Requires coordinating and arranging for transportation and lodging. Ensuring orientation and appropriate HSE certifications are complete.
- Responsible for overall coordination of charter flights to and from site.
 - Booking arrangements, amendments, review of manifests and final billing.
- Responsible for tracking of skill profiles for employees and FTE’s.
- Creating and issuing purchase requisitions and purchase orders for material/services as directed by corporate Supply Chain Management group.
- Support operations and maintenance teams with technical information uploads into Maximo.
- Inventory and distribute office consumables.
- Maintain and update various documentation, meeting minutes, contact lists, training material and internal communications.

Qualifications:

- High School diploma or equivalent. Post secondary training preferred
- 5+ years administrative experience
- Proficient in Microsoft Office Suite (Outlook, Word, Excel) and able to develop additional computer skills as required
- Strong interpersonal, communication, problem solving and organizational skills
- Possess a valid Alberta driver's license
- Sound knowledge of Maximo is an asset
- Must be legally eligible to work in Canada

Please email your resume with a cover letter to careers@atha.com with Administrative Assistant in the subject line of the email by **September 15, 2024**. We thank you in advance for your interest and note that only those selected for an interview will be contacted.