

*Tundra Oil & Gas is a Manitoba-based oil and gas exploration and production company and a wholly-owned subsidiary of Winnipeg-based James Richardson & Sons, Limited. Tundra's head office is in Winnipeg, with additional offices in Virden and Calgary. At Tundra, we believe that our people are the foundation of our success, and we are dedicated to growing our company in a sustainable and disciplined way. This philosophy has served us well since our inception in 1980. Today, Tundra is a team 300-strong, and a leader in the Manitoba and southeast Saskatchewan oil industry. We take pride in supporting the communities in which we operate and stewarding the resources we manage for today and for the future. We are committed to working together and to getting everyone home safe every day.*

Tundra is currently looking to fill **2** full-time **Summer Student** positions for the Summer of 2021 based out of our **Virden, MB** office.

### **Surface Land Student**

Reporting to the Manager, Surface Land some specific duties and responsibilities of the **Surface Land Student** include but are not limited to:

- Assist with administrative responsibilities such as processing and tracking invoices, administering 3<sup>rd</sup> Party Agreements, and document review / preparation.
- Document, map, and assess crop growth on leases and Right-of-Ways.
- Other additional duties as required.

### **Environment Student**

Reporting to the Manager, Land Reclamation some specific duties and responsibilities of the **Environment student** include but are not limited to:

- Conduct inspections of our tile drain systems including water analysis, small repairs and general site upkeep, reporting, and assist with project coordination.
- Conduct crop inspections including crop scouting and vegetation assessments.
- Assist with small rehabilitation projects including weed and vegetation control, lease clean-up, checking fences, and flagging of lease boundaries.
- Provide administrative support including processing invoices and cost tracking, Generwell updates and data imports, Clearance submissions, Hard filing, Arc Map updates, etc.
- Other additional duties as required.

Candidates for either of these positions will possess the following qualifications and competencies:

- Must be enrolled in post-secondary education in Business Administration, Agriculture, Environmental Sciences, Land & Water Management, or related field.
- Intermediate to advanced Microsoft Office suite of programs, particularly Excel, Word, and Outlook are required.
- Valid Driver's License is required.
- Strong attention to detail.



- Ability to interact within a team environment.
- Excellent judgment and safety conscious mindset.
- Energetic, punctual, and willingness to learn.
- Adhere to the safety accountabilities as per Tundra's Safety Policy.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

If you are interested in joining our rapidly growing team, please visit the Careers section of our website at [www.tundraoilandgas.com](http://www.tundraoilandgas.com) and submit your cover letter and resume, along with your salary expectations by **end of day March 3, 2021**.

*We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.*

**EVERYONE HOME SAFE EVERY DAY.**