



*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 seeking a **Reclamation Administrator (for an approximate 18-month term)** based out of our **Virden, Manitoba** office. The incumbent in this role will be eligible to participate in Tundra's hybrid work schedule.

Reporting to the Manager, Land Reclamation a **Reclamation Administrator** is responsible for providing technical administrative support to the Environment Department, which includes the Land Reclamation Manager, and Reclamation Specialists. This position involves data management, environmental compliance, software coordination, database inputs, technical environmental support and administrative duties.

Some specific duties, and responsibilities of a **Reclamation Administrator** include, but are not limited to:

- Responsible for tracking the progress of the Abandonment Program
- Siteview Database management and training
- Compile ABD and RE Construction Packages as requested.
- Responsible for Reportable Spill Tracking including tracking reportable spill numbers, updating spill tracker, and monthly spill spreadsheet information gathering and distribution
- ADP Invoice processing
  - All spill, RE, and ABD invoices
  - Cost tracking and summarization
- Manage Certificate of Abandonment Applications.
- Generate and Distribute Cut and Cap and Flowline ABD reports.
- Prepare and distribute Monday Morning Meeting Reports.
- Manage and update our Arc Map Program
- Secure application forms including ABD approval codes, Emergency spill codes, Hydrovac approval codes.
- Facilitate Residential Water Well Sampling Program including the organization and field testing of private water wells
- Compile information Business Development Team meeting presentations including information requested by Reclamation team.
- Assist in preparing 'Year in Review' HSE presentations for Board of Directors
- Responsible for management of filing system, both electronic and hard copy documents.
- Ensure Generwell data is current through data entry and updating in a timely manner

- Maintain Saskatchewan Econ Iris program data by ensuring proper information upload and staying compliant with Econ's requirements
- General Administrative support to Environment Department Field Staff
- Assist in the field as required
- Other related duties as required

Candidates for this position will possess the following qualifications and competencies:

- Post-Secondary education in Business administration, Environmental Studies, technical administrative training, or industry equivalent experience is required.
- Technical background in Land and Water Management is preferred.
- Minimum 3-5 years' experience in related office administrative experience is required.
- Knowledge of Manitoba Environmental legislation, regulations, and reporting requirements is an asset.
- Intermediate to advanced experience in Microsoft Office applications including Word, Excel, and Outlook with the ability to become proficient in multiple software applications is required.
- Proficient in Arc GIS and Arc Map input and interpretation.
- Previous experience with database management systems is required.
- Oil & gas industry knowledge is preferred.
- Strong ability to conduct research on environmental issues and produce a formalized report of findings.
- Excellent time management and organizational skills with the ability to prioritize and multi-task.
- Ability to work independently without direct supervision, along with the ability to work effectively as a member of a team.
- A high level of self-motivation and initiative, along with the desire to continually improve.
- 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 Employment section of our website at [www.tundraoilandgas.com](http://www.tundraoilandgas.com) and apply on-line to submit your cover letter and resume by end of day **March 26, 2023**. This position will remain open for applications until filled.

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

