



Position:	Date Posted:	Closing Date:	Department:
Receptionist	March 4, 2019	March 11, 2019	Corporate
Reporting to:		Education:	Experience
Office Manager	Full-Time, Permanent	Post-Secondary – Admin	2 years or more

About Jupiter Resources:

Jupiter Resources Inc. is a Calgary-based independent exploration and production company with an operations office in Grande Cache, Alberta. Jupiter is focused on the acquisition, development and production of unconventional liquids-rich natural gas properties in the core of the Alberta Deep Basin where we are actively developing the Cretaceous intervals, principally targeting the Wilrich, Falher C, Dunvegan and Cardium formations.

Jupiter Resources is one of the top producers of natural gas in Canada with total production of more than 400 MMcfe/day from more than 350,000 net acres of land in the Kakwa, Red Rock, Resthaven and Wolf Creek fields. We have an active development program and operate 92% of our properties.

Jupiter Resources was founded in 2014 and partnered with Apollo Global Management, one of the world's largest private equity investors, to acquire its properties from EnCana. Jupiter has over 90 individuals dedicated to growing production and enhancing returns by optimizing drilling, completions and development practices to become one of the premier energy companies in Canada.

Position Overview:

Jupiter Resources is seeking a receptionist to work in our Calgary head office. The successful candidate will work in a collaborative team environment to assist the office manager and various departments throughout the corporate office as required. The position will have primary focus on assisting with the day-to-day administration in the head office.

This position is designed to draw upon certain core business skills and experience of the successful candidate while providing for growth and development of new skills.

Key Accountabilities:

- Provide general administrative support in various areas, including compiling letters and filing meeting minutes, professionally and accurately
- Answer and direct all incoming calls
- Daily knowledge of meetings in the office and proactively inquiring about any requirements for the meetings (i.e. catering)
- Coordination and management of all meeting room scheduling to ensure booking schedules are adhered to
- Greet all incoming visitors to the office and ensure that reception and lobby areas are always maintained and presentable
- Daily distribution of incoming mail and couriers
- Organizing and sending courier packages and mail within Calgary and out of town as requested
- Responsible for the organization and ordering of all office supplies including: stationary, business cards, coffee/kitchen supplies and toner
- Responsible for maintenance and coordination of office services contracts and vendors
- Liaise with building management for any repairs or maintenance as required and communicating any relevant issues to Calgary office staff
- General office procedures, including keeping the office, meeting rooms and kitchens tidy
- Assist the Office Manager with various tasks which would include onboarding of new staff and office moves
- Assist the Executive Assistant, Operations as required for vacation coverage and other ad hoc needs
- Be an active contributor to company event planning and community engagement

- Assist the Finance Department:
 - Sort and scan invoices received by mail, occasionally input invoices into Powervision
 - Organize, scan and file vouchers
 - Review statements
 - Input cheques and handle bank deposits
 - Truck tickets and filing
 - Coordination of credit and vendor list applications
 - Rate schedule maintenance

Qualifications:

- *Minimum two years' experience in reception and administration duties*
- *Excellent written and oral communication skills, capable of professional interaction with all levels of people throughout various departments*
- *Professional telephone manner*
- *Able to work independently and as part of a team*
- *Flexible and adaptable to meeting the needs of a growing and diverse organization*
- *Exceptional time management skills*
- *Strong interpersonal skills with the ability to handle various inquiries from both external and internal clients in a professional and courteous manner*
- *Detail oriented, organized and able to meet concurrent deadlines*
- *Self-motivated, results driven*
- *Advanced knowledge of Microsoft applications (Word, Excel, Outlook)*
- *Strong aptitude for administration*

Application Process:

Interested candidates may submit their resume and cover letter in confidence to Jupiter Resources Inc. via email at hr@jupiterresources.com on or before March 11, 2019.