

Job Posting



OFFICE MANAGER - CALGARY

Position	Office Manager	Suite 1100, 411 1st Street SE
Job Type	Full time, permanent	Calgary, AB T2G 4Y5
Reporting To	VP, Human Resources & Office Services	cavvyenergy.com
Location	Calgary Head Office	HR@cavvyenergy.com

Company profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta. Through several corporate and asset acquisitions the Company has grown into a significant upstream and midstream producer with assets concentrated in the Canadian Foothills, producing conventional natural gas, NGLs, condensate and sulphur.

Management is excited about **Cavvy's** opportunities and prospects within our existing asset base in the Canadian Foothills; during the past year **Cavvy** has strategically refocused on sustaining and growing its upstream exploration and production ("E&P") and midstream business. Our objective is to continue **Cavvy's** pivot toward growing a sustainable and profitable conventional Foothills oil and natural gas business while continuing to explore opportunities to diversify market access for the products we produce.

Position summary

Cavvy Energy's Office Manager is responsible for first impressions at our downtown Calgary head office. Reporting to the Vice President Human Resources & Corporate Services, you will provide general office facilities and administrative support to the business, while operating the reception desk. This position also provides support to the C-suite of executives and board of directors, including handling coordination of meeting invitations, correspondence, support in preparing presentation materials and meeting logistics. Your ability to maintain confidentiality, prioritize tasks and work with a high degree of professionalism are essential.

Key responsibilities

- Manage office expenses, invoices and expense reports.
- Support company communications when required.
- Support corporate events planning and logistics.
- Coordinate Calgary fleet vehicle bookings and provide support to Fleet Manager.
- Providing administrative support to the Executive Leadership Team including preparation of reports, presentation materials and documents including board meeting material.
- Coordination of Board and committee meetings including distribution and filing of minutes and meeting materials.

- Manage Executive Leadership Team calendars where required.
- Receive, direct and relay telephone calls and messages in a pleasant and clear manner.
- Welcome and direct visitors to the appropriate employees.
- Keep reception area and other common areas are clean and tidy.
- Responsible for the efficient handling of all outgoing mail, distribution of incoming mail and management of couriers.
- Maintain and order inventory of office supplies.
- Main contact for receiving and coordinating all Calgary Office related Facility requests/issues and coordinating building service requests.
- Manage Cavvy Energy general email mailbox inquiries and redirect emails to appropriate departments.
- Track and allocate access security badges for employees and any visitors/corporate guests.
- Help coordinate and support all office moves, both individual and group moves including new hire onboarding.
- Support processing of Community Investment requests.
- Maintain confidentiality of sensitive information.
- Conduct research and compile information as required.

Education and work experience

- 10+ years of previous experience in a similar role.
- Friendly and professional disposition.
- Exceptional communication and interpersonal skills.
- Demonstrates strong initiative and ownership of work.
- Highly organized with strong attention to detail.
- Proven multi-task abilities to manage priorities.
- Proven advanced level proficiency in Microsoft Office Suite.
- Previous experience with the oil and gas industry is preferred.
- Related post-secondary education considered an asset.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.

To apply please send resume to HR@cavvyenergy.com