



## **Our Company**

CWC Energy Services Corp. ("CWC") is a publicly traded, premier contract drilling and well servicing company that has been operating in the Western Canadian Sedimentary Basin since 2005. CWC provides a complementary suite of oilfield services including drilling rigs, service rigs, swabbing rigs and coil tubing. CWC's common shares trade on the TSX Venture Exchange under the symbol CWC.

## **Description:**

We currently have an exciting career opportunity in our QHSE Department, for a **QHSE Administrative Assistant** reporting to the Manager of Quality, Health, Safety, & Environment located at our operational office in Sylvan Lake, Alberta.

## **Responsibilities may include:**

- Administrative management of various safety management system programs and processes
- Management and distribution of manuals as directed by the QHSE Manager
- Attend, take and distribute QHSE meeting minutes
- Prepare and distribute internal and external QHSE reports as requested by the QHSE Manager
- Liaise with internal and external customers, employees and various governing bodies, etc.
- Address claims management issues, including WCB, as required
- TRIF calculations
- Maintain contractor registry agencies
- Administrative duties as required

## **Basic Required:**

- Legally authorized to work in Canada
- Minimum 2 years post-secondary education
- 1 year related experience
- Excellent knowledge of Microsoft Word and Excel
- Related Experience Requirements



**Preferred:**

- Work independently using personal judgment to complete projects
- Excellent communication, organizational and interpersonal skills
- Experience with ISNetwork, Complyworks and PicsAuditing would be an asset
- Strong knowledge and working experience with WCB Claims
- Some experience with accounting or payroll an asset.

*Interested applicants are encouraged to forward their cover letter and resume to the attention of the **Human Resources** [careers@cwenergyervices.com](mailto:careers@cwenergyervices.com) by **May 19, 2019***

***Thank you to all applicants; however only candidates selected for an interview will be contacted.***

***CWC Energy Services Corp. is an Equal Opportunity Employer***