

About us:

Birchcliff Energy Ltd. ("Birchcliff") is an intermediate oil and natural gas company based in Calgary, Alberta that is engaged in the business of exploring for, developing and producing natural gas and liquids. All of Birchcliff's assets are located in Alberta, where it is focused on the Montney/Doig Resource Play. Birchcliff's vision is to be an industry-leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing shareholder value over the long-term. Birchcliff has a strong record of success, built on its core belief that outstanding people, combined with a great corporate culture, creates a winning environment. Birchcliff offers competitive compensation, stock options and benefits to its employees.

Birchcliff is seeking a dynamic and detail-oriented Operations Technician to provide technical and administrative support to the Vice-President, Operations and the Operations Team, including HSE, Surface Land, Drilling, Completions, Facilities, Production, and Field Operations.

Key Responsibilities:

- Support capital management processes, including AFE administration (Aucerna Execute experience considered an asset).
- Plan, coordinate, and support internal training sessions and stakeholder engagement events in both field locations and the Calgary office.
- Assist in the preparation and coordination of weekly and quarterly Operations reports for the Vice-President, Operations.
- Serve as Lead Administrator for AER access and related communications (experience with OneStop and the DDS system is considered an asset).
- Provide technical and administrative support to the HSE team, including database management (DATs experience considered an asset).
- Efficiently manage booking and coordination of Operations Team field travel arrangements utilizing preferred vendors.
- Maintain and coordinate the Operations calendar to support team alignment, planning, and internal organization.

Education, Skills and Abilities:

- Minimum 5+ years of experience in an upstream oil and gas technical support role within a corporate environment.
- Upstream Petroleum Certificate of Achievement (or equivalent).
- Exceptional organizational skills with strong attention to detail.
- Strong written and verbal communication skills.
- Proven ability to interact professionally and confidentially with executives, management, and technical teams.
- Demonstrated ability to work independently, manage multiple priorities, and meet competing deadlines.

- Advanced proficiency with Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel).
- Team-oriented with a strong willingness to take on a broad range of responsibilities.

Application Process

Interested applicants who meet the criteria's outlined above are invited to submit their resume to careers@birchcliffenergy.com with the description "Operations Technician & Executive Assistant" in the subject line of the email.

Birchcliff thanks all applicants in advance for their submissions; however, only those applicants selected for an interview will be contacted.