

### **Job Description**

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.

Reporting to the Warehouse Supervisor, this position will work collaboratively with Field Operations staff and the Facilities Construction leaders in ordering, receiving, distribution and inventory control with the goal of cost effectively managing our inventory of parts, equipment and supplies.

### **Key Responsibilities**

- Meets with Operations personnel to determine priorities and materials requirements;
- Manages warehouse and remote storage locations and inventory of critical spare parts, motors, valves and fittings, etc. as well as consumables. Recommend inventory levels be changed, substitutions be made or new items be stocked;
- Within administrative guidelines, determines source of supply, maintains records of requisitions, receives and issues materials, and orders standard items regularly carried in inventory;
- Unloads, unpacks, inspects, checks packing slips against stock received loads; moves, stores and records the movements and storage locations of materials within the warehouse and other storage locations and as necessary inputs information on various data bases;
- Reconcile discrepancies and damage with vendors, trucking and courier companies, Accounts Payable and procurement staff, as required;
- Determines appropriate transportation methods and coordinates pickup and delivery of materials with courier companies, and vendors. Ensures proper packaging of goods, prepares bills of landing. As required, expedites the delivery of materials;
- Completes housekeeping duties to maintain the warehouse in a clean, tidy and safe condition and keeps parts catalogues, databases and other reference materials current;
- Loads and unloads materials by hand or by the use of a mechanical forklift or skid steer;
- Drives a light truck to pick up and deliver materials when required;
- Ensures the security of the warehouse and other storage locations.

### **Knowledge, Skills and Abilities**

- Knowledge of inventory control and warehousing practices;
- Proficient with required computer systems; Microsoft Suite, OpenInvoice and eMaint by Fluke is an asset;
- Ability to maintain records;
- Ability to establish and maintain effective working relationships;
- Physical strength and agility sufficient to perform the work of this class.

**Training and Experience Requirements**

- Minimum 3 years of practical parts/warehouse experience, preferably in the Oil and Gas Industry;
- A valid Class 5 Motor Vehicle Operator's License with a clean driver's abstract;
- Industry certification such as H2S Alive, Standard First Aid & CPR would be considered an asset.

**Application Process**

This position is generally located at the Birchcliff Energy Warehouse in Bay Tree, AB - east of Dawson Creek and west of Spirit River.

*The ideal candidate is required to reside in the area.*

Interested applicants are invited to submit their resume to [careers@birchcliffenergy.com](mailto:careers@birchcliffenergy.com) with the term "Parts & Warehouse Technician" 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.**