



MEASUREMENT COORDINATOR, Full-time, Calgary, Alberta

The Sustainability Team in the Calgary office is seeking a full-time Measurement Coordinator reporting to the Corporate Measurement Specialist. The role will be primarily focused on coordinating, administering, and streamlining corporate measurement activities for the Canadian business units. This is an excellent opportunity to gain a broad understanding in petroleum measurement and reporting. The successful candidate builds strong relationships with office and field personnel and has a willingness to take on new responsibilities.

Responsibilities:

- Coordinating and administering oil and gas sample scheduling, validation, and distribution processes to ensure compliance with both internal processes, and external Alberta and Saskatchewan regulatory protocols.
- System administration of ProTrend application and involvement in integration activities to meters.
- Administration of Baytex's measurement schematic process, including minor drafting updates.
- Data gathering and administration for Baytex's Enhanced Production Audit Program (EPAP) process.
- Identification of cost saving opportunities related to corporate measurement invoicing.
- Supporting field and office staff on measurement related issues and requirements as needed.
- Building strong relationship with the cross functional teams in production engineering, production accounting, sustainability, and field operations to help streamline processes.
- Data gathering, investigation, and regulatory production audits, inspections, and non-compliance issues.
- Maintaining the corporate and field measurement manuals and internal production management webpage.
- Building a strong knowledge of production measurement, reporting and regulatory requirements
- Other special projects as required.

Qualifications:

- 10+ years oil and gas industry including coordination experience
- Understanding of Alberta and Saskatchewan regulations such as AER Directive 17, MER PNG017, AER Directive 60, AER Directive 76 and MER PNG076
- Knowledge of measurement schematic requirements including facility delineation and reporting requirements
- Previous experience with oil and gas facility process flow and measurement equipment
- Experience in Petrinex and Critical Control software suite is an asset
- Intermediate to advanced Microsoft Excel, Word, and PowerPoint skills required
- Production accounting or other related experience would be a valued asset
- Results orientated team player with a continual improvement mindset
- Strong critical thinking, analytical and problem-solving skills
- On the job mentorship and knowledge building will be provided
- Valid Class 5 driver's license

If you are qualified and interested, please submit your resume by Friday, March 29, 2024, indicating the title and job code LL006-1 to resumes@baytexenergy.com.



Why Choose Baytex:

- Because we CARE about our people and their success
- We have an exciting flexible work program called BayFlex
- We support training and professional development to help advance your career
- Competitive compensation, bonus and incentive award programs
- Comprehensive benefits package, including a Flex Spending Account
- Generous employer-matched savings plan
- Vacation, flex, and designated office closure days