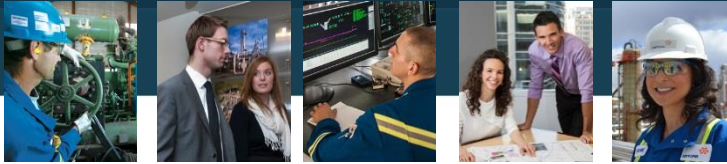


Keyera Career Opportunity



KEYERA



Production Field Administrator, *Simonette Gas Plant*

COMPETITION NO:	00287
POSTING EXPIRES ON:	February 10, 2017
REPORTING TO:	Plant Superintendent
ROLE DURATION:	Permanent, Full-Time

THE POSITION:

Keyera is currently seeking a Production Field Administrator for our Simonette Gas Plant in beautiful Valleyview, Alberta. This is a camp position with an 8/6 shift rotation.

Working closely with the Simonette Field Operations Team, this role is integral to the success of the facility. This role will assist in all areas of production and general accounting duties in coordination with office administration functions.

RESPONSIBILITIES:

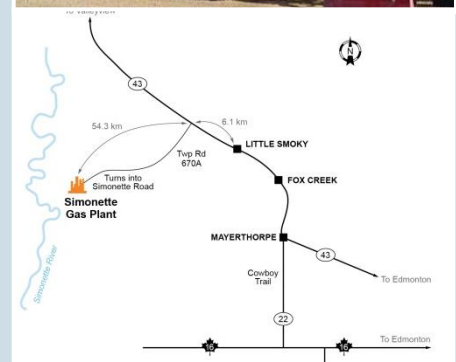
- Review and prepare daily reports that include production weekly volume and monthly budget.
- Track facility production volumes and truck deliveries.
- Perform daily confirmations of gas nominations
- Assist with monthly natural gas liquids and condensate forecasting.
- Communicate with internal and external stakeholders to maintain pipeline allocation accuracy during volumetric changes
- Assist with budget preparation, coding of invoices and facility finances.
- Interact with internal and external stakeholders for accounts payable requests.
- Liaise with Keyera Gathering & Processing Plants in the Drayton Valley area for operations and finance

ABOUT THE FACILITY

The Simonette gas plant is located approximately 92 kilometres southwest of the town of Valleyview, Alberta.

The plant offers a full range of gas processing services including sour gas sweetening and acid gas disposal, NGL recovery and condensate stabilization. It receives its raw gas and raw liquids from an extensive network of pipelines that service key production areas/zones in Alberta.

[LEARN MORE](#)



Meet our team and join the conversation

KEYERA.COM



QUALIFICATIONS

The successful candidate will be well-organized, energetic, and service oriented with the following qualifications:

- 5 years of experience in a similar role within a gas processing facility.
- Post-Secondary Education is considered an asset.
- Experience in production volume reporting and CSO experience is an asset.
- Demonstrated communication skillfulness in all areas of communication.
- Advanced Microsoft Excel experience – tables, charts, formulas, pivot tables etc.
- Passion for customer service with internal and external to the organization.
- Team focused with an attention to detail and an ability to prioritize time sensitive deadlines.
- Ability to work independently and closely with field operations
- Strong analytical and problem solving skills.

APPLY NOW

If you are interested in an opportunity to join a winning culture that fosters innovative thinking, open communication, integrity, and mutual respect then please submit your resume to:

careers@keyera.com by **February 10, 2017**

Please quote competition number and job title in the subject line when applying.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

REWARDS AND BENEFITS

Keyera is committed to being an employer of choice and strives to offer a well rounded total compensation package combined with a comprehensive benefits program designed to ensure the health and well-being of our employees and their families.

Our comprehensive total compensation package includes:

- a variable pay program tied to corporate and individual performance;
- a flex credit pool that can be allocated to suit your individual and family circumstances;
- A personal fitness account;
- Eight flex days and two paid community services days;
- And an employee assistance program for confidential and professional assistance to help you and your family.



LEARN ABOUT OUR BUSINESS



SAFETY



CULTURE



DEVELOPMENT



MIDSTREAM 101

