



Arcis Partnership – Surveys Division
Field Administration Clerk

Job Description:

The position of Field Administration Clerk for our Spec Surveys division serves to assist the field operations management with all administrative and paper flow aspects of our seismic program for various crew locations. Listed below are more details of the specific duties required for this position:

- Preparing or checking purchase orders, check coding.
- Gather and organize backup such as drill logs, line clearing time tickets, advance personnel time tickets and compare to production summaries and Daily Cost Stat. Send to Calgary.
- Coordinate invoices and PO's with contractor's local bookkeepers
- Monitor and Verify Safety Certificates for all third party contractors through Enform
- Prepare accurate daily statistics and cost reports to Operations manager
- Implement and help execute Arcis' HSE program
 - i. Track and Organize all safety documents
 - ii. Maintain and update Emergency Response Plan.
 - iii. Provide monthly statistics to HSE manager
- Administration of field expenses and reports
- Organize accommodations.
- Daily crew sign out/in.
- Prepare visitor packages and assist with arrangements when needed.
- When in BC:
 - i. Report all incidents to WCB BC
 - ii. Submit Weekly reports to OGC
- Provide support for project and crew managers
- General office administration.

This position is a seasonal field based position. Work rotation will be based on 24 days on and 4 days off. The location may vary and may be in camp in remote northern locations.

Training for this position will be done by Arcis Surveys and may require some Calgary office based time.

Skills required:

Competent in Microsoft Office 2007, Windows Vista/Windows 7
Able to learn new computer systems quickly
Ability to adapt to varied daily situations (flexibility)
Contribution to a positive and healthy work environment
Comfortable driving long distances in winter conditions
May be required to drive daily to a field office up to 100kms from town
Work hours: 7 days / week approx. 12hrs / day

Must own late model 4x4 vehicle with 2 million liability and an up-to-date laptop computer.