

## Position Description

June 12, 2009

### Drilling Operations Technician/Technologist (Contract position)

**Basic Function:** Provides technical support to the WesternZagros' engineering and operations team.

**Reports to:** General Manager, Operations and General Manager, Petroleum Engineering

#### Responsibilities:

- Maintain an understanding of current well operations and forward plan.
- Work with the Finance department to assist with drilling cost accounting, such as tracking invoices, AFE allocations/coordination, cost coding and cost summary reports.
- Works closely with the Engineering/Operations staff members and other departments, as appropriate, to define reporting needs, create reports and confirm accuracy.
- Preparation of PowerPoint presentations, spreadsheets, technical designs (e.g., sketch in Excel or Visio) and drawings (e.g., well diagrams, BOP stack-up drawings), as required.
- Manage joint venture technical communications such as coordinating meetings, preparing agendas and minutes documentation for well operations and supervisory committees.
- Work with engineers to collect and review well data and assist with preliminary technical analysis (with respect to drilling & some element of completions in future).
- Coordinate preparation of "end of well" reports, involving collection and editing of sections of the report from contributors in G&G, Engineering and service companies.
- Other duties as WesternZagros may request from time to time.

#### Qualifications, Experience & Competencies Required:

- Diploma or Certificate in Petroleum Technology.
- At least 10 years' oil & gas industry as a technician/technologist with administration experience.
- Prior experience in supporting drilling, completions and wellsite operations within an exploration and development environment,
- Prior experience in working with invoice tracking, cost coding, AFE allocations, preparing cost summary reports, etc.
- Strong organizational skills are essential, with the ability to prioritize and plan workloads to meet deadlines in a dynamic, fast-paced environment.
- Good written and verbal communications skills are required.
- Proficiency with MS Word, Excel and PowerPoint business software is essential. Experience with other technical software such as MS Project and Visio is desirable.
- International experience is desired.
- Strong interpersonal skills with the ability to interact with and build effective relationships at all levels.
- Ability to adapt to changing business needs with innovative solutions.
- Service orientated and customer focused, with the enthusiasm and tenacity to meet team goals and commitments.

## Applying for a Position:

To apply, please submit your resume and cover letter to [careers@westernzagros.com](mailto:careers@westernzagros.com). Please send in Word format and specify Position Title in the subject line of your email.

We thank all applicants for their interest in WesternZagros; however, only those candidates selected for an interview will be contacted.

*WesternZagros complies with all legislation related to the privacy and confidentiality of personal information, including the Alberta Personal Information Protection Act ("PIPA") and the Canada Personal Information Protection and Electronic Documents Act ("PIPEDA"). By electronically submitting your resume to WesternZagros you consent to: the use of information in your resume to determine your suitability for a position with WesternZagros; WesternZagros contacting any references that you provide on your resume or during your interview process; and WesternZagros retaining your resume for a period of 6 months to consider your eligibility for other positions that may become available in the future.*