



We have an immediate opening for an:

Executive Assistant

Duties & Responsibilities:

- Provide superior level administrative support.
- Create, distribute and maintain correspondence and documents.
- Prepare a variety of intermediate to advanced level reports and presentations using a variety of mediums including Power Point/Adobe Illustrator/Photoshop.
- On behalf of the supervisor, effectively build and foster strong business relationships with internal and external contacts.
- Manage calendar and schedule appointments/meetings and or special events including distribution of information and/or material preparation with respect to the meeting/event.
- Develop and maintain well organized electronic and physical file system.
- Perform additional functions as required or assumed on personal initiative.

The successful applicant will have the following qualifications:

- **Must** have more than 5 years of experience working in a similar administrative role.
- Must have prior experience working with a public company, liaising with Senior Management and Directors.
- Expert knowledge of Power Point, good knowledge of graphic design programs such as Adobe Illustrator and Photoshop.
- Advanced skills in Microsoft Office suite including calendar management.
- Superior organization and communication skills, maintains confidentiality and professionalism at all times
- Personable, confident and professional demeanour.
- Previous experience in either the Oil and Gas industry or Legal profession is preferred.
- Knowledge of Accumap would be an asset.
- Experience with screen capture and editing software such as Snagit is an asset.
- Good knowledge of editing/ creating graphics/images for different mediums would be an asset.

Terra offers a highly competitive total rewards program and comprehensive benefits package.

Qualified applicants are invited to email their resumes in confidence Jennifer Elvin, Human Resources Manager jelvin@terraenergy.ca. To learn more about Terra Energy Corp. please visit our website at TERRAENERGY.CA

We thank all applicants for their interest in our company however only those candidates selected for an interview will be contacted.