

Junior Well File Clerk

Essential Capabilities

Duties:

- Checking files in/out (barcode scanner)
- Pulling requested files for clients
- Creating new files in system
 - Excellent data entry skills required (accuracy/speed)
- Creating new physical files
 - Apply labels/barcodes to folders
- Receiving, sorting and filing loose documents into 6-section well files
- Ability to review well file documents and file accordingly
 - Drilling & Completions, Regulatory, Finance, Analysis & Testing, etc.

Qualifications

- 2 years of related experience in Oil and Gas and/or Records Management
- Understanding of industry and well file terminology

Superstar Qualities

- An aptitude to perform repetitive tasks with speed and accuracy
- Attention to detail
- Ability to recognize and correct errors (mis-files)
- Good listener – ability to apply knowledge to tasks
- The ability to retain an intermediate overall knowledge of well files.
- Ability to work in a fast-paced environment
- Great team player!
- Intermediate computer skills

If you are interested in applying for this role please contact Simone Cameron, Recruitment Specialist at scameron@bowenworks.ca