



EQUIPMENT ADMINISTRATOR, RED DEER MAT LEAVE COVERAGE

Eagle Well Servicing, a division of IROC Energy Services Partnership, is a dynamic, rapidly growing public company focused on addressing the diverse needs of the oil and gas industry. IROC combines cutting-edge technology, state-of-the-art equipment and depth of experience to deliver a product and services offering that is unrivaled in the oilfield services business. We are currently seeking a highly motivated individual to fill the following position at our Red Deer Office.

The position of **Equipment Administrator** is a key office role and will be responsible for the administrative function of transferring, moving and certifying equipment used in our service rig fleet located in Grande Prairie, Red Deer, Lloydminster and Estevan.

Key Accountabilities:

- Compile required equipment documents for new rigs and equipment
- Ensure new equipment has company, TDG, HSE decals
- Maintain fleet records (specs, weights and maintenance data)
- Monitor and report on CVIP inspection due dates
- Maintain equipment information updates in Rig Data file
- Ensure processes and forms distributed are current and compliant, tracked and numbered
- Overhead equipment tracking, entry and reporting
- Source suppliers to recertify our equipment
- Schedule and coordinate recertified equipment
- Additional duties as required

Qualifications:

- Related post secondary education
- Minimum of 3 years of equipment management experience
- Knowledge of service rig business operations
- Excellent communication skills both written and oral
- Strong Microsoft Office skills and computer literacy
- Strong organizational skills and a team player
- Strong mechanical back ground

We offer competitive pay and benefits and opportunities for advancement.

Qualified applicants are invited to submit a cover letter and resume quoting job reference number **IROC20- 11** to:

Attention: Human Resources Manager
Email: careers@iroccorp.com
Fax: (403) 346-9770
Website: www.iroccorp.com

We thank all applicants for their interest, however only those who will be interviewed will be contacted.

