

Fleet Administrator - HSE

Canadian Energy Services is a dynamic and growing oilfield services company listed on the TSX as CEU. It is one of the largest drilling fluid systems providers in Canada and is focused on being the leading provider of technically advanced chemical solutions throughout the life-cycle of the oilfield.

Canadian Energy Services, is looking for a motivated, enthusiastic, and organized individual to fill the position of **Fleet Administrator - HSE**. This full time, diverse position is located in Calgary, Alberta and will report to the **HSE Manager**. Hours of work include 8:00 am to 4:30 pm (overtime may be required).

Responsibilities Include:

- Collect, maintain, and track lease agreements
- Collect, maintain, and cancel vehicle registrations
- Add and remove vehicles from fleet tracking spreadsheet
- Track and update vehicle mileage monthly
- Oversee process for sale of vehicles
- Assist with issuance and cancellation of fuel cards
- Track monthly expenditures related to fleet vehicles
- Perform necessary administrative support and general clerical duties as required including data entry, filing, typing, copying, and faxing
- Conduct special projects and perform all other duties as assigned by the HSE Department leadership team

Qualifications Include:

- High school diploma or GED required with some college or degree preferred
- At least three (3) years of prior work experience within Fleet and or HSE
- Excellent communication skills both written and verbal
- Goal oriented and motivated with the ability to work well independently
- Knowledge of health and safety requirements related to fleet operations would be an asset

Canadian Energy Services offers our employees a competitive salary and benefits package commensurate with experience. Please send your resume and cover letter in confidence to hr@ceslp.ca with **Fleet Administrator** in the comments. We thank all applicants for their interest; however we will only contact those individuals who qualify for an interview.

** Canadian Energy Services (CES) is committed to being an equal opportunity employer. CES will not discriminate employees, or potential employees on the grounds of race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, age, or sexual orientation. CES prides itself on adhering to the provisions of the Canadian Human Rights Act. We will continue to be committed to recruiting, hiring, promoting, and training the most qualified individuals for positions at all levels within the Company.*