

Employment Type: Twelve (12) Month Term
Title: **Receptionist & Administrative Assistant**
Location: Drayton Valley, Alberta
Reports To: Senior Production Field Administrator
Start Date: Immediate

Bellatrix Exploration Ltd. is a growth oriented oil and gas company operating in Western Canada's Sedimentary Basin. The Company focuses on providing sustained shareholder growth in value while operating with integrity and conducting operations in a safe and environmentally responsible manner. Bellatrix is publicly listed on the Toronto Stock Exchange and New York Stock Exchange.

The key to the Company's success is our people. Through them we have leadership, dedication, vision and strategy. Bellatrix's **STAR** values of **S**afety, **T**eamwork & Collaboration, **A**ccountability and **R**esults guide us toward our common goal of achieving value through a culture of focused innovation.

Receptionist & Administrative Assistant:

Bellatrix Exploration Ltd. is seeking a dynamic and energetic individual to fulfill the responsibilities of **Receptionist & Administrative Assistant** in the Drayton Valley field office. The Receptionist & Administrative Assistant is responsible for managing company communication systems and other administrative tasks.

Primary Responsibilities:

- Monitor the phone system, respond to messages, answer questions and forward calls;
- Greet visitors and maintain up-to-date sign-in sheet;
- Place orders for various supplies and maintain supply organization;
- Code invoices and credit card entries accurately with the proper cost center and account;
- Prepare, update and distribute documents for internal and external stakeholders;
- Compile mileage and vehicle inspection reports;
- Data entry, scanning and filing; and
- Additional tasks as required.

Qualifications:

- Strong written and verbal communication including telephone skills;
- Professionalism;
- Excellent organization and attention to detail;
- Great team player with strong interpersonal skills and a positive, "can-do" attitude;
- Ability to complete tasks in a timely manner while maintaining quality of work; and
- Computer skills including experience with Microsoft Office.

Office environment is 8:00AM to 4:30PM, Monday to Friday.

To Apply:

Please apply online at <http://www.bxe.com/careers/career-opportunities.cfm> and submit a cover letter and resume through the application portal. All applications will be treated with the highest level of discretion.

Resumes that are faxed or dropped off will not be considered.

Bellatrix Exploration Ltd. thanks all candidates for their interest.
Only those selected for an interview will be contacted.

NO PHONE CALLS PLEASE. NO RECRUITMENT FIRMS PLEASE