



## Reserves Coordinator, Full-time Based in Calgary, Alberta

Baytex Energy Corp. (the “Company” or “Baytex”), is a public company based in Calgary, Alberta engaged in the acquisition, development, and production of crude oil and natural gas in Western Canada and the United States. For more information, please visit <http://www.baytexenergy.com>.

Baytex Energy invests in its staff, offering competitive health and wellness programs in addition to a flexible work environment that provides employees with the opportunity for office and remote work.

Reporting to the SVP & General Manager, Heavy Oil, the Reserves Coordinator will play a key role in stewarding the company’s annual reserves process and supporting the long-term planning activities. The successful candidate will be expected to develop effective working relationships with diverse groups within Baytex and work collaboratively with them to deliver top results.

### **Primary responsibilities include but are not limited to:**

- Coordination of the annual reserve evaluation process by establishing workflow, timelines and working with the external reserves evaluator(s);
- Primary liaison with reserve evaluator(s) during annual reserves evaluation;
- Track quarterly updates and prepare reserves results reporting including associated metrics throughout the year;
- Continuous improvement and optimization of the annual reserves process;
- Develop and maintain data analytics tools to compare reserves to internal forecasts and budget;
- Build and evaluate reserves scenarios using Val Nav database;
- Ensure data quality and accuracy of reserve process;
- Prepare corporate consolidation of finalized reserves evaluation and assist in the preparation of Company’s annual disclosure of reserves;
- Support reserves presentation requirements for internal management and the Board of Directors;
- Work with the Finance team to support quarterly and ad hoc requests for reserve sensitivities and scenarios;
- Ensure all audit requirements are met;
- Support components of the annual Long Range Planning process in conjunction with development asset teams and other corporate functions;
- Ensure consistency across asset teams on economic evaluation methodology;
- Maintain and administer corporate Val Nav database(s) for internal asset development plans;
- Consolidate development plans using corporate model, run scenarios, rank and recommend opportunities.

### **Skills & Knowledge:**

- Advanced proficiency with reserves estimation and economic modeling software Val Nav;
- Experience and understanding of COGEH and NI 51-101 reserves standards;
- Strong business acumen and analytical skill; including experience with financial modeling;

- Advanced proficiency in Microsoft Office Suite, particularly Excel and PowerPoint;
- Excellent presentation and communication skills, with the ability to translate complex information into clear and concise reports;
- Ability to work independently and effectively in a fast-paced, deadline-driven environment;
- Ability to understand budget modelling and other business metrics;
- Understand business processes and ability to identify areas for improvement;
- Organized and deadline-driven.

**Education & Experience:**

- Bachelor's degree in Engineering, Finance or a similar Technical Diploma
- Minimum 5-10 years of relevant industry experience

Interested and qualified applicants may submit their resume in confidence to:  
[resumes@baytexenergy.com](mailto:resumes@baytexenergy.com)

**Baytex thanks all applicants for their interest; however, only candidates chosen for an interview will be contacted.**

Closing Date: December 8, 2023