



FIELD OFFICE ADMINISTRATOR, Full-time, Lloydminster, Alberta

Baytex Energy Corp. is an energy company with headquarters based in Calgary, Alberta and offices in Houston, Texas. The company is engaged in the acquisition, development, and production of crude oil and natural gas in the Western Canadian Sedimentary Basin and in the Eagle Ford in the United States. Byte's common shares are traded on the New York Stock Exchange and the Toronto Stock Exchange under the symbol BTE.

Baytex has an exciting opportunity for a **Field Office Administrator** to join our Lloydminster office team.

Key Responsibilities:

- Manage daily, weekly, and monthly production reporting for the area properties.
- Utilize software such as Excel, PVR (Prodview), Qbyte, and Power BI programs. Experience is considered a strong asset.
- Liaise with our Calgary Head Office on all accounting-related matters.
- Provide administrative support and maintain documentation.
- Manage general correspondence and email communication.
- Demonstrate initiative with a self-motivated and assertive approach.
- Ensure accurate, timely data entry and reporting.

Qualifications and Skills:

- Minimum 2 years of industry related administrative experience.
- Strong organizational and interpersonal skills.
- Proven ability to work effectively both independently and in a team environment.
- Proficiency in Microsoft Office applications; strong computer literacy is essential.
- Attention to detail and excellent communication skills.

Interested and qualified applicants may submit their resume in confidence to:
resumes@baytexenergy.com. Closing date: August 20, 2025.

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