Field Data Administrator, Full-time, Calgary, Alberta

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

Baytex is currently seeking a **Field Data Administrator** to join our Calgary-based team. This role is responsible for supporting production data systems, operational reporting, and measurement compliance activities. The role administers and maintains the ProdView Field Data Capture (FDC) system, ensuring production, sales and downtime data is accurate, timely and complete to support data-driven decision making. The position works closely with Field Operations, Engineering, Production Accounting, Sustainability, and Business Intelligence teams to improve data quality, support regulatory compliance, advance reporting and data capture processes, and deliver operational data and reporting initiatives.

Key Responsibilities:

- **Production Data & Systems Management:** Administer and support the ProdView FDC system, maintain system configurations and master data, monitor data quality, resolve data quality exceptions, support integrations with source systems, and provide technical support to field and office users to ensure reliable production and operational data.
- **Fuel, Flare & Vent Administration:** Site equipment setup and utilization rate configurations as well as coordination of gas factors (GIS, GHR and GOR) to meet regulatory requirements.
- **Measurement Compliance & Regulatory Support:** Support measurement coordination activities, including EPAP initiatives and production audit coordination as needed.

Requirements:

- Post-secondary education in a related field.
- Five or more years of experience in upstream oil and gas industry, including direct experience with field data capture systems.
- Working knowledge of ProdView, including day-to-day troubleshooting and end-user support.
- Understanding of production and sales volume reporting, FFV data management, allocations, and operational data workflows.
- Strong analytical and problem-solving skills, with the ability to interpret complex datasets and resolve data discrepancies.
- Strong service orientation approach and clear written and verbal communication skills.
- A self-starter with a result-oriented work style who can work independently and collaboratively in a hybrid field/office environment.

Considered an Asset:

- Familiarity with Alberta and Saskatchewan measurement and production reporting requirements (Directive 017, PNG 017, EPAP, Petrinex).
- Experience with Databricks, SQL, or Power BI for operational reporting and analytics.

How to Apply:
Submit your resume and cover letter to: resumes@baytexenergy.com

Closing Date:
November 18, 2026

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.