

COLC Administrative Manager - Full- time position

The Crude Oil Logistics Committee (COLC) is a decision making body consisting of members that are producers, shippers, pipelines, terminals, industry associations and government regulators and departments. It is also an open industry forum for discussion of effective and efficient management, supply and forecasting of crude oil and condensate movement issues affecting the Western Canada Sedimentary Basin (WCSB).

We are looking to select a consultant to perform administrative services to the COLC. For the first year the candidate would work alongside the current administrator.

Responsibilities of the Role

- Prepare the annual COLC Forecasting Calendar
- Analysis and collection of large amounts of statistical data related to feeder pipeline receipts and deliveries and preparation of monthly reports including Comparative Delivery and Receipt Statistics, Capability Report and Trunkline Transfer Report
- Maintain confidentiality of data and records
- Build and maintain relationships with pipeline companies partners, COLC members and other stakeholders
- Organize and chair meetings and conferences as required.
- Prepare meeting summary notes
- Prepare and present proposals outlining directives arising from Committee members
- Maintain COLC website
- Maintain COLC membership lists
- Develop and maintain newsletters and social media content
- Promote and maintain effectiveness of the COLC as the organization to support petroleum product movement from Western Canada
- Manage office budget and expenses.
- Report to the Executive Board, the COLC's operations and work.
- Research industry developments in order to find relevant speakers
- Mediation as requested by 2 or more parties to resolve a dispute and other duties as required
- Maintain and update any manuals and user guides outlining the process of collecting, preparation of and distribution of information to the membership

Qualifications

- Candidate will be required to declare potential conflicts of interest such as consultancy or affiliation with any company or organization in the WCSB
- Proven experience in Managerial or Leadership roles.
- Bachelor's degree in business administration, marketing or related Field preferred. Industry experience would also be taken into consideration.
- Experience in building consensus within diverse multi-stakeholder groups and chairing meetings
- Must be able to host in-person meetings in Calgary.
- Must be eligible to work in Canada legally.

Skills

- Intermediate skills with office software (MS Office – Excel, PowerPoint, Word; Google Suite)
- Extensive knowledge of the feeder pipelines in Western Canada.
- Experience with collecting and analyzing large amounts of statistical data.
- Extensive knowledge of apportionment on feeders & mainline pipelines.
- Experience with cloud based file storage systems (ie Microsoft OneDrive, Box)
- Strong organizational and multi-tasking skills
- Excellent verbal and written communication skills
- Oil industry expertise, specifically crude oil and condensate production, types of transport, disposition and ongoing industry issues (i.e., Apportionment).
- Experience as a Pipeline Scheduler or in-depth understanding of Trunkline and Feeder pipelines operations
- Familiarity with the COLC Forecasting Calendar

Resumes to be sent to: info@colcomm.com

Closing date: Oct 18, 2024.