

## **Corporate Services Officer**

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is the independent regulator of offshore oil and gas activity off the coasts of Newfoundland and Labrador, on behalf of the federal and provincial governments. Created in 1986 through the Atlantic Accord and its implementing legislation, the C-NLOPB provides regulatory oversight of operator activities in the areas of health and safety, environmental protection, resource management and Canada-Newfoundland and Labrador benefits.

The C-NLOPB invites applications for the position of **Corporate Services Officer**. Reporting to the Director of Corporate Services, this position will:

- Provide administrative support to Corporate Services staff
- Assist the Quality Manager with implementation of a Business Management System
- Collaborate with the Information Technology (IT) Division regarding equipment procurement, inventory, tracking budgets and administration of IT contracts
- Assist with Occupational Health and Safety initiatives
- Manage supply inventories and liaise with vendors
- Other related duties assigned as required

### **Qualifications:**

- Diploma in Business or Office Administration
- Knowledge of purchasing processes and experience dealing with vendors
- Proficiency in MS Office and Visio
- Skilled at exercising good judgement and ensuring attention to detail
- Ability to work with minimal supervision and demonstrate initiative
- Excellent communication skills
- At least three years work experience in an office environment
- Familiarity with purchasing IT equipment would be an asset

Interested persons may submit an application by **October 26, 2021** to:

Human Resources Manager  
Canada-Newfoundland and Labrador Offshore Petroleum Board  
240 Waterford Bridge Road  
The Tower Corporate Campus – West Campus Hall, Suite 7100  
St. John's, NL  
A1E 1E2  
E-mail: [careers@cnlopb.ca](mailto:careers@cnlopb.ca)

*Any personal information you submit to the C-NLOPB in support of an application for employment is protected under privacy legislation. Our complete Privacy Statement and further details about the C-NLOPB can be accessed on our website at <http://www.cnlopb.ca>.*

***The C-NLOPB is an equal opportunity employer and values a diverse workforce.***