

Founded in 2006, Athabasca Oil Corporation (AOC) is a publicly held oil company focused on the sustainable development of oil sands in the Athabasca region and light oil and liquids-rich natural gas resources in northern Alberta, Canada. We remain committed to becoming a valued partner in developing Alberta's unconventional hydrocarbon resources and utilizing the principles of sustainable development as a means of preserving benefits for future generations.

## Senior Compensation Analyst

We are currently recruiting for a Senior Compensation Analyst to support Athabasca's total compensation activities. This role will report to the Manager, Human Resources & Administration. This position is based in Calgary.

### Responsibilities:

- Work with the HR Manager to manage our compensation programs, policies and procedures to ensure programs are market competitive, internally equitable, cost effective and aligned with our values and business objectives
- Oversee administration of AOC's annual compensation program including short and long term incentive programs
- Manage AOC's share based management system, Solium
- Lead any future compensation redesign projects, including full analysis and modeling
- Be the in-house expert in compensation plan design alternatives and best practices as viewed by proxy advisors
- Keep up to date on industry peer plans and report practices and trends
- Prepare compensation information for board meetings and the annual information circular
- Oversee market benchmarking, including survey job matching, submission, analysis, reporting and making recommendations
- Administer AOC's Human Resource Information System (HRIS) including inputting employee information including new hires, terminations and ensuring employee core data is maintained and up-to-date.
- Oversee the Payroll Administrator processing semi-monthly payroll ensuring all related compensation and leave changes are accurately administered
- Contribute to continuous improvement and best practices that influence HR strategies, policies and procedures
- Participate in ongoing HR initiatives and projects to enhance HR services to the business
- Some generalist work may be required based on workload
- Ad hoc duties as required

### Qualifications:

- Degree or diploma in Human Resources
- Minimum 15 years of compensation experience is required with a strong working knowledge of share-based compensation
- CPHR designation (or working towards designation.)
- Certified Compensation Professional (CCP) or Certified Executive Compensation Professional (CECP) designation is required
- Oil and gas industry is required
- Advanced Microsoft Excel skills are required
- Working experience in Solium and Dayforce is considered an asset
- Strong customer service focus with the proven ability to develop and maintain effective relationships with team members as well as both internal and external stakeholders.
- Team player who shows initiative and enjoys learning and contributing to team goals
- Highly organized with acute attention to detail.

- High degree of confidentiality with sensitive materials and conversations
- Ability to work independently and identify priority items
- Superior written and verbal communication skills
- Must be legally entitled to work in Canada

We offer an exciting and entrepreneurial work environment and an array of projects in our portfolio.

Athabasca Oil Corporation is an equal opportunity employer.

Candidates are asked to apply directly on the company website <https://www.atha.com/careers/>