

**PROJECT COORDINATOR
WELL COMPLETIONS & FRAC DATABASE**

Application Deadline: February 10, 2012
or until position is filled

Canadian Discovery Ltd. is a Calgary-based integrated geoscience company. As a growing and dynamic business, we are looking for key individuals to join our team.

Project Coordinator – Well Completions & Frac Database

We are seeking a talented manager with significant oil and gas experience to coordinate the ongoing development of the Well Completions & Frac Database. Responsibilities include, but are not limited to: client support, team leadership, project/task assignment, management of project milestones and business development activities. You are an enthusiastic team player with a solid technical understanding of databases, oil and gas industry data and factors contributing to project success. This is a high-impact position where you will see the direct results of your efforts.

Job Roles and Responsibilities

- Ensure that project milestones and objectives are met on an ongoing basis.
- Coordinate activities with senior technical personnel, including joint-venture partner Introspec Energy Group Inc.
- Manage the day-to-day activities of the Well Completions & Frac Database, weekly meetings and task assignments.
- Liaise with clients, including: delineation of project specifications, contract preparation, cost estimates and follow-through.
- Perform administrative functions such as reviewing and writing reports, approving expenditures and enforcing rules.
- Confer with management, the marketing team and key clients to set long term objectives and development goals.
- Explore development opportunities.

Knowledge and Skills

- Project management experience, including development of timelines and human resources
- Familiarity with Western Canadian oil and gas Lahee classification, NTS and DLS coordinate systems, geological formations and current oil & gas plays
- Understanding of database structures and relational frameworks
- Microsoft Office Excel and Word
- AccuMap, geoSCOUT and/or ArcGIS (an asset but not required)
- Oil and gas industry knowledge
- Critical thinking and problem solving skills
- Ability to communicate effectively, document work and meet project deadlines

Education and Work Experience

- MBA, commerce degree, project management certification or equivalent experience
- Five years management experience, including a minimum of two years in the oil and gas industry

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Canadian Discovery is an employee-owned company offering a unique and stimulating work environment, flexible hours and competitive compensation.

For more information about our company, products and services, please visit:

www.canadiandiscovery.com and www.fracdatabase.com.

Please send resume and cover letter to:

Heather McCrank, Managing Director, Canadian Discovery Ltd.

300, 706 - 7 Avenue SW, Calgary, Alberta T2P 0Z1

careers@canadiandiscovery.com

Thank you to all applicants; only those selected for an interview will be contacted.