

JOB POSTING

Crude Oil Pipeline Scheduler

Alberta Petroleum Marketing Commission

APMC is looking to further strengthen our scheduling and logistics team, we are seeking to fill the role of Crude Oil Pipeline Scheduler. This new role reports to the Crude Oil Marketer, the successful candidate will work collaboratively with the existing scheduling and logistics team to ensure that all Crown barrels are managed in an effective and efficient manner. The APMC marketing team actively manages 100% of the province's royalty barrels in-house. This role requires very strong analytical, problem solving and communication capabilities and demands a very high level of accuracy and attention to detail. The ideal candidate is a motivated individual who has a passion for learning and a willingness to take on new challenges and will be responsible for the following key accountabilities:

- Manage logistics and scheduling of the Crown's crude oil volumes from multiple receipt locations to feeder pipelines as well as coordination of deliveries with downstream carriers.
- Work closely with producers to ensure forecasted volumes are accurate.
- Prepare daily and monthly supply/demand reports and communicate updates on positions, market & pipeline disruptions.
- Recognize and communicate market trends and anticipated changes to both trading and scheduling. Quickly execute necessary scheduling changes due to unplanned events and changes in market fundamentals.
- Develop and sustain strong relationships with industry participants such as producers, shippers, refiners, mid-stream and pipeline companies.
- Proactively support trading strategies and develop a detailed understanding of supply and logistics to provide commercial feedback and value add.
- Meet all industry deadlines with respect to scheduling and nomination of crude oil and work with marketing accounting to provide solutions and resolve issues impacting settlement.

Position Requirements:

- A minimum of 2 years of experience scheduling across Canadian crude oil pipeline systems, including knowledge of tariffs, equalization and regulatory obligations.
- Able to provide on-call support during off-hours for all crude oil logistical issues.
- Intermediate computer proficiency and experience working with Excel, Petrotranz, Petrinex, Swiftlink and an ability to adapt to and learn new software.
- Proven experience developing and maintaining various models and able to provide analysis to assist in commercial decision making.

Competencies and Attributes:

- 5 or more years of experience working in the energy industry.
- Extensive knowledge of Canadian crude oil logistics.

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- Superior attention to detail, proven ability to prioritize, multi-task and meet critical deadlines.
- Positive and professional attitude and the ability to work well in a team environment.
- Strong communication skills with a proven ability to express oneself clearly and concisely, both verbally and in writing.
- Posses a strong sense of urgency and accountability, able to make sound decisions when working in a high pressure environment.

If you are interested in this exciting opportunity, please email your cover letter and resume to Margaret.Stevens@gov.ab.ca with APMC Crude Oil Scheduler in the subject line. Any questions may be directed to Margaret Stevens at (403) 297-5514.

This is a full-time employment position. The successful candidate will be paid a salary commensurate with their experience. Anticipated starting date in October 1, 2021.

Cut-off for receiving responses is August 21, 2021.