



Gran Tierra Energy Inc. together with its subsidiaries (“Gran Tierra”) is a company focused on oil and gas exploration and production in Colombia. The Company's common shares trade on the NYSE American, the London Stock Exchange and the Toronto Stock Exchange under the ticker symbols GTE. Gran Tierra believes in creating value for all of our stakeholders through oil and gas exploration and production, capitalizing on the global operating experience of our team. We are building a record of success in Colombia in a transparent, safe, secure and responsible way.

PROJECT COORDINATOR
Calgary
(Posting Number CA-2018-12)

Responsibilities:

Reporting to the Major Capital Projects Manager, the Project Coordinator will support the project team(s) to coordinate project planning including: scope definition, planning, milestones, schedule management, critical path items, the cost plan and interdependencies to execute the project effectively.

Specific responsibilities include:

- Prepare and build presentations and reports; exercise good judgement in analysis and preparation of information for various levels of leadership;
- Coordinate the compilation of data from various sources and prepare stewardship reporting that meets governance timelines and requirements;
- Support the project team with workshop and meeting preparation with internal and external partners including the development of materials and logistics setup, produce high quality and accurate outputs such as meeting minutes and action items, and assist with timely resolution to closure of gaps and issues;
- Develop, maintain and update project artifacts and maintain a well-organized filing system that permits easy reference and rapid retrieval of information;
- Consolidate information on schedule, budget and resources required for project reporting and understand Gran Tierra's Project Delivery Process (PDP) while participating as an active member of the integrated team.

Required Qualifications:

- A Bachelor's Degree in Engineering or Business or a combination of relevant experience and post-secondary education
- 4+ years of experience in a project environment; coordination of projects in the oil and gas industry
- Recognized certificate or diploma in Project Management (in addition to a Bachelor's Degree)
- Basic knowledge base in project controls management including forecasting, accruals, variance reporting and spend analysis
- Solid understanding of project best practices, procedures, and processes to help support project teams and familiar with project management tools (Microsoft Project, Excel, PowerPoint, SAP)
- Positive work ethic with strong interpersonal, written and verbal communication skills
- Ability to work proactively in a fast-paced team environment with multiple priorities, challenging demands and strict deadlines
- Ability to speak Spanish is highly desired

To be considered for this position, please submit an email with a cover letter and resume to: resumes@grantierra.com. Please include the Posting Number, CA2018-12, in the subject line.