



Oilsands Quest Inc. is a dynamic public company involved in oil sands exploration and development in Alberta and Saskatchewan. We are applying our technical expertise to develop multiple global-scale discoveries while aggressively exploring Canada's largest contiguous oil sands land holding. We are growing quickly and need competent team players who can hit the ground running and contribute to our growing success. At our corporate office in Calgary, we need an experienced

**Payroll Administrator (Permanent, Part-time Position)**

**Responsibilities:** The successful candidate will be responsible for semi-monthly field employee payroll and monthly permanent employee payroll. Duties include the processing of new hires, terminations and other personnel changes. In addition, you will be remitting and reconciling WCB accounts and maintaining payroll documents.

**Reporting:** This is a permanent, part-time position that, in an interim basis, reports to the Controller and, ultimately, to the Director of Human Resources.

**Experience:** We are looking for someone with one to three years of experience in payroll administration within a 50+ member organization.

**Must-have attributes:** Excellent oral and written communication skills are a must for this position, as well as the ability to manage a heavy workload and meet tight deadlines.

**Hours:** At the present time, this is expected to be a part-time position with flexible hours, but it may evolve into a full-time role.

If this describes you, and you thrive in a busy, fast-paced environment, this could be the job for you. We offer competitive compensation, stock option participation and the opportunity to grow with a great organization.

Please send your resume and covering letter to:

Email: [hr@oilsandsquest.com](mailto:hr@oilsandsquest.com)

Mail: Payroll Administrator  
Oilsands Quest Inc.  
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Calgary, AB T2R 0C5