

**We need your energy to fuel the world.**

**It's a challenge like no other.**

**And it will be solved by someone like you.**

The need for energy is a very real economic issue. It affects literally everyone – everywhere in the world. At ExxonMobil Canada, we are proud to bring together a highly talented and diverse workforce eager to take on and solve the world's toughest energy challenges.

On Canada's East Coast, ExxonMobil Canada is a leading company with working interests in world-class projects including Hibernia (33%), Hibernia Southern Extension Unit (27.4%), Terra Nova (19%) and Hebron (36%) offshore Newfoundland and Labrador, and the Sable Offshore Energy Project (50.8%) offshore Nova Scotia.

**[exxonmobil.com/careers](http://exxonmobil.com/careers)**

### **Services Administrator**

#### **St. John's, NL**

As a Services Administrator, your responsibilities will include administering the invoice payment submission process; receiving, routing and coding invoices and purchase orders to obtain approval, and tracking them to submission to payables. The Services Administrator runs reports that identify coding, approves invoices and follows up on transactions that require requisitions to go forward; manages cheque special handling requests and distribution; and follows up and troubleshoots on payment issues and electronic service entry sheets. The Services Administrator also works closely with Procurement on administering the PO process, e.g., monitoring spend on POs, monitoring dates to ensure active POs do not expire, and notifying Procurement when POs require closing. Your qualifications include:

- Accounting diploma or degree from a recognized college or university

Other qualifications include:

- Experienced administrative professional
- Computer literate, with the ability to learn a mainframe application (SAP)
- Well-organized and motivated
- Able to identify time ticket and invoicing issues, improvement opportunities and root cause analysis, and take timely action
- Solid communication skills and ability to work with other team members
- Proficiency in Microsoft Excel and Word

#### **Successful applicants must:**

- Be eligible to work in Canada
- Participate in pre-employment background screening

In accordance with the Canada-Newfoundland Atlantic Accord Implementation Act, first consideration for employment will be given to qualified persons who meet the residency requirements of the Province of Newfoundland and Labrador set out in the Elections Act, 1991, S.N.L. 1992 c. E-3.1

To apply, please submit your resume to **[exxonmobil.com/careers](http://exxonmobil.com/careers)** by **April 16, 2017**. We thank all those who apply; however, only candidates selected for interviews will be contacted.

The ExxonMobil companies in Canada are committed to providing equitable treatment and equal opportunity to all individuals. In certain situations, ExxonMobil may use your application to consider your suitability for other positions within the Company and may also provide the information to its affiliates, including Imperial Oil Limited and affiliates of Exxon Mobil Corporation, in connection with possible opportunities at those affiliates.

**Taking on the world's toughest energy challenges™**