



Geological Administrative Assistant (Vancouver)

Primary duties are to support the following:

DOE Reporting:

- Using MS Project to manage timeline and plan the company's ongoing projects.
- Display and keep track of budget information.
- Interface with Department of Energy (DOE) personnel to clarify discrepancies or uncertainties in matters of reporting and documentation.
- Coordinate with management, geologists, land administration, field operations as well as accounting team to ensure reporting requirements are complied with and uploaded to both DOE website and Federal Reporting on a quarterly basis.

Stimulus and Government Grants:

- Assist in the submission of DOE or other government or stimulus grants.
- Search DOE and other government websites for possible government or stimulus grants which the Company may be eligible for.

Permitting:

- Prepare permit applications and sundry notices.
- Submit electronic version to appropriate agencies (i.e. BLM/NDOM). Liaise with BLM and NDOM personnel to ensure timely response to our applications.
- Responsible for NDOM sundry payments.
- Prepare weekly update on permits/sundries status to management and drilling team.
- Maintain permit records on the server and in filing cabinet to provide quick and easy in-house retrieval.
- Prepare and maintain compliance check-list for new and existing permits and dissemination of new permits to applicable stakeholders.

Lease Records and Royalty Payment:

- Work with Land Manager to update lease records. Create and maintain a spreadsheet for all NGP leases. Ensure NGP is meeting all required work commitment.
- Coordinate with accounting department for lease and royalty payments to ensure they are paid on a timely basis.

Drilling Data and Reporting to NDEP/NDOM:

- Obtain and file data provided by field coworkers. Maintain the drilling data server to ensure completeness.
- Prepare and submit well completion reports, UIC completion reports and testing records to appropriate agencies (i.e. NDOM / NDEP).

In-house Drilling Reports and Binders:

- Prepare in-house drilling reports.
- Compile hard copy version and maintain RIMBase drilling records and actual drilling data/records.

Essential requirements:

- Proficient in Microsoft Office suite (Word, Excel, MS Project).
- Good writing and communication skills.
- Keyboarding skill.
- Knowledge of standard office setting.
- Proficient in Window XP operating platform.
- Highly organized and detail oriented.
- Knowledge of Geology.

GIS

- Perform spatial analysis using ESRI ArcGIS products, generation of presentation quality maps and diagrams.
- Create, acquire, design and maintain a variety of spatial data layers and associated attributes.
- Receive, verify process and plot GPS data.

GIS Essential Requirements:

- Proficiency using ArcGIS Desktop suite of products (ArcMap, ArcCatalog, ArcToolbox, Spatial Analyst, 3D Analyst and Target for ArcGIS).
- Has ability to work independently and also within a team environment.

Beneficial assets:

- Integrate AutoCAD drawing files into ArcGIS formats.
- Proficient in using publishing applications (e.g. Corel Draw)
- Experience in image viewing software (eg. Global Mapper).

E-mail resumes to: careers@nevadageothermal.com

Fax resumes to: 604-688-5926

No phone calls please. Only qualified candidates will be contacted for an interview.