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## SUMMER STUDENT – CAPITAL MARKETS & CORPORATE PLANNING

Reporting to:	Sr Corporate Planning Advisor
Department:	Capital Markets & Corporate Planning
Type of Position:	Fixed Term – 4 months (May 1 – August 31)
Eligibility:	Must be returning to a full-time degree or diploma program
Location:	Calgary, Alberta
Posting Number:	PXT20240111-1

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### Why work at Parex Resources Inc.?

The Parex team is always looking to add top talent to our organization who share our values and bring capabilities to deliver our business safely and with integrity aligned with our Environmental Social & Governance (ESG) commitments in the areas where we operate.

Parex Resources is a publicly-traded exploration and production company. With its headquarters in Calgary, Canada, and its operations in Colombia, the company has an over 10-year history of delivering shareholder value. Highly profitable, the company possesses a strong balance sheet and is extremely well positioned to continue growing organically.

As we shape the Parex story, we are grounded in making the right decisions for all stakeholders, including the communities where we live and work, environmental stewardship, our employees and investors. Be part of an exciting and growing team that continues to exceed expectations and transform to keep pace with the ever-changing global industry.

### How do you fit in?

This 4-month summer term will provide you with professional work experience, build transferable skills, and provide you with an opportunity to learn the practical application of your field of study.

### What you will do:

- Support the investor relations, communications, sustainability, and corporate planning functions – and assist with day-to-day activities;
- Support reporting on investor relations activities as well as company and peer ownership tracking;
- Assist with the content development for internal and external communications;
- Independent data verification and/or submission of sustainability/ESG information to third-party agencies;
- Ad-hoc financial and economic analysis to varying degrees of complexity; translate raw data analysis into clear messaging that can be broadly understood; and
- Provide support with special projects as assigned.

**What you must have:**

- Completed at least two years in a Business/Commerce post-secondary program;
- Interest in investor relations, communications, sustainability and/or corporate planning;
- Experience using Word, PowerPoint and Excel;
- Basic to mid-level understanding of finance and/or sustainability/ESG concepts would be an asset;
- Strong attention to detail;
- Excellent communication and writing skills;
- Ability to work independently and cohesively in a team; and
- Additional skills/attributes:
  - Results Oriented – demonstrates a sense of urgency and strong commitment to achieving goals; well-organized and detail-oriented to deliver high quality work under tight deadlines.
  - Adaptable – capable of working and adapting in challenging, fast paced environments and quick to learn new skills.
  - Collaborative – works effectively across the organization to achieve corporate and personal goals.
  - Innovative – champions new ideas; creates an environment that supports innovation and creativity.
  - Problem Solver/Decision Maker – demonstrates excellent problem-solving skills and effectively examines events, issues, problems to generate solutions.
  - Excellent Communication Skills – demonstrates effective interpersonal and communications skills, including verbal and written, as well as good presentation, report writing and cross-cultural skills.
  - Team Player – shares knowledge, works effectively within a team environment and demonstrates leadership while working with other team members; enthusiastic, confident and develops strong working relationships quickly; ability to develop trust, respect and teamwork within and outside the organization.
  - Self-Starter & Accountable – ability to work independently and unsupervised, and in collaboration with others, as required, to efficiently achieve work objectives; has a roll-up-your-sleeves attitude toward work.

**Where you'll be working:**

This position is located in our Corporate Headquarters at 2700 Eighth Ave Place, West Tower in Calgary, Alberta T2P 1G1, Canada.

**Ready to join our team?**

Please apply via the posting on [LinkedIn](#).

**Posting Closes: February 2, 2024**

We appreciate your interest in working with us, however, only those applicants selected for interviews will be contacted.