



BUSINESS AND OPERATIONS SUPPORT

Business and operations support covers about 65,000 employees in a wide range of occupations that support the various aspects of the petroleum industry's business. These activities include functional service areas such as air transportation, energy asset management, environment, health and safety, surface and sub-surface rights acquisition, administration, management, regulatory affairs and stakeholder relations.



How do I get there?

Workers in this job category are considered specialists. Many of the positions require post-secondary education, specialized training and/or extensive expertise in the industry and the subject area.



What would I do?

The top competencies for Business and Operations Support include:

- ▶ Attention to detail
- ▶ Collaborative
- ▶ Active listening
- ▶ Critical thinking
- ▶ Law and government



Career Progression

Once working career paths tend to be vertical within the particular occupation.



What careers could I have?

Careers in the business and operations support category of the petroleum industry include:

- ▶ Administrative Assistant
- ▶ Air Transportation
- ▶ Communications Coordinator
- ▶ Energy Trader (North America)
- ▶ Engineering Manager
- ▶ Environmental Advisor
- ▶ Facility Operations and Maintenance Manager
- ▶ Health and Safety Professional
- ▶ Human Resources Advisor
- ▶ Human Resources Analyst
- ▶ Inspectors in public and environmental health and occupational health and safety
- ▶ Joint Venture Representative
- ▶ Land Negotiation and Management
- ▶ Land Surveyor (Licensed)
- ▶ Logistics Manager
- ▶ Mineral Land Professional
- ▶ Non-Destructive Testor and Inspection Technician
- ▶ Operations and Production Accounting Professional
- ▶ Purchasing Manager
- ▶ Quality Control and Inspection Professional
- ▶ Regulatory Affairs Professional
- ▶ Stakeholder Relations Professional
- ▶ Supply Chain Analyst
- ▶ Surface Land Professional
- ▶ Warehouse Technician
- ▶ Well and Facility Asset Management Professional

EXPLORE OCCUPATIONS IN THIS CATEGORY



How can I find out more?

The following websites can provide additional information

- ▶ Board of Canadian Registered Safety Professionals (www.bcrsp.ca)
- ▶ Canadian Association of Petroleum Land Administration (www.caplacanada.org)
- ▶ Canadian Association of Petroleum Landmen (www.landman.ca)
- ▶ Canadian Public Relations Society (www.cprs.ca)
- ▶ Canadian Society of Safety Engineering (www.csse.org)
- ▶ Chartered Professional Accountants of Canada (www.cpacanada.ca)
- ▶ International Association of Business Communicators (www.iabc.com)

ADDITIONAL RESOURCES

Visit careersinoilandgas.com to use our Career Explorer tool and find the job that suits you best!