

Cinch Energy Corp. Calgary, Alberta
Consulting Mineral and Contracts Administrator

Cinch Energy Corp. is looking to hire a Mineral and Contracts Consultant who would report to the Vice President Land. This position will be covering for a one-year maternity leave with the possibility that the position could lead into full-time permanent employment

Primary Duties and Responsibilities:

- Updating and maintaining minerals and contracts in land system (CS Explorer)
- Responsible for expiries and continuations in Alberta and British Columbia
- Running monthly rentals for Alberta and British Columbia (mineral and surface)
- Preparation of contracts (Joint Operating Agreements, Trust Agreements, etc.)
- Processing all assignments, amalgamations, name changes
- A&D
- Running property, acreage and various miscellaneous reports as required
- Updating AccuMap
- Approval of invoices
- Tracking of AFE's
- Use of Electronic Transfer System for landsale postings, landsales, transfers, rentals, etc.
- Use of British Columbia E-Payments System for continuations and rentals
- Updating wells in well list and land system
- Filing

Key Qualifications:

- 10+ years contract experience
- Proficient in CS Explorer, AccuMap, Word and Excel programs
- Team player
- Solid understanding of Alberta and British Columbia Regulations
- Some surface experience would be an asset

Please contact:

Marcus McLafferty, VP Land

Email: mclaffertym@cinchenergy.com

Phone: (403) 515-6183

Fax: (403) 693-0191