

One of the most important investment decisions that you can make is the investment in your career.

Enerplus is one of Canada's oldest and largest independent oil and gas producers with a portfolio of crude oil and natural gas resource plays and cash generating properties that support our growth and income strategy. We are focused on creating value for our investors through the successful development of our assets and the disciplined management of our balance sheet. Through these activities, we strive to provide investors with a competitive return comprised of both growth and income.

Enerplus is based in Calgary with operations in Canada and the US. There are currently about 850 staff including field employees and the corporate culture is inclusive, supportive and results oriented.

Please be advised that Enerplus currently has a career opportunity as follows:

Land Administrator (Intermediate to Senior)

This is a consulting position and reports directly to the Supervisor, Land Administration:

Overall Responsibilities and Key Accountabilities:

- Analyze crown and freehold mineral agreements and maintain related records in the contracts driven CGI Landman system for assigned area
- Communicate terms of agreements and consequences to stakeholders
- Verify interests to facilitate approvals for internal drilling requests, invoices and rentals
- Involvement in the Landsale process with Negotiator
- Working with contracts landman, negotiator and business unit representatives in a supportive role providing land information which includes: handling of offsets and compensatory royalties, handling of default notices, handling of termination notices, rental recommendations, mineral lease expiry and continuation applications for assigned area
- Liaise with freehold lessors, the Crown and Partners
- Generate reports and land plats
- Prepare or process assignments, transfers, A&N's & NOA's
- Track and handle obligations
- Maintenance of wells in CGI Landman and Sharepoint
- Mentor and train less experienced individuals

Knowledge, Skills and Experience Required:

- Ability to request searches from various regulatory bodies
- Government regulations and policies regarding operations and crown agreements in Western Canada
- Freehold petroleum and natural gas lease agreements a must
- Drilling and production spacing unit impact on land records
- Microsoft Office Suite
- Experience with Landman, Accumap and Petrodesk is an asset

- Equivalent combination of the following education and experience
- University Degree and minimum of 4 years related oil and gas experience
- College Diploma or Petroleum Land Certificate with 6 years of related Oil and Gas experience or an equivalent

By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process.

We wish to express our thanks to all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

THIS POSITION WILL NOT BE ACCEPTING AGENCY SUBMISSIONS