

This mid-sized oil and natural gas exploration and production company is a growth oriented and fast paced organization whose activities are largely concentrated in Alberta and northeast British Columbia. There is an immediate opening in the mineral land department for the position of Compliance Mineral Administrator. This position is initially being offered as a contract position on a 2 – 3 day per week basis which may lead to a full time position if performance expectations are met. Days and hours are flexible.

The successful candidate will be responsible for the following key duties and responsibilities:

- Review of the company's freehold mineral lease agreements to ensure lessee compliance with respect to all obligations, including but not limited to royalty compliance, environmental matters, offsets, etc.;
- Update and maintenance as required in the land system (CS EXPLORER) to ensure accurate reflection of leasehold and other related information; and
- Work closely with other area land personnel and inter-company departments to ensure compliance on all key matters.

The company's ideal candidate will have 7-10 years of well rounded oil and gas industry experience and be highly motivated, well organized, resourceful and able to work well both independently with minimal supervision as well as in a team environment. The successful candidate will have strong analytical skills with an attention to detail and extreme accuracy. You will be able to prioritize obligations, handle a heavy workload and be able to effectively multi-task your various obligations, deadlines and responsibilities. You will have very strong written and oral communication skills and will have well rounded knowledge of both mineral lease and contract administration.

In addition, preference will be given to those candidates possessing experience with the CS EXPLORER land system, proficiency in Microsoft software programs and Accumap. Being an active member of CAPLA and/or CAPL is also an asset.

If you are interested in this position, please e-mail your resume and a cover letter to landcompliance@hotmail.com.

Your submission will be treated in confidence. The company thanks all applicants for their interest but only those candidates chosen for an interview will be contacted.