

Land Administrator – Surface & Mineral

Seven Energy (Canada) Inc. is a small, private natural gas company with operations in the Penhold area of Alberta. We are looking for an enthusiastic land administrator who enjoys a variety of tasks, wants to grow their career, readily asks questions, and wants to work in a collaborative team environment.

Responsibilities

- Enter, maintain, and monitor Alberta Surface Leases, Alberta Right-of-Way Agreements, Freehold Mineral Leases, Crown Mineral Leases & Licences and Contracts (with assistance as required) and Joint Venture Agreements in CS Explorer
- Prepare cheque requisitions for new projects, damages, etc., send cheques to landowners with letters
- Review surface packages for drilling, construction and audit.
- Run rentals monthly from CS Explorer and ets for surface and mineral, prepare letters and send out cheques. Locate addresses for missing Lessors.
- Filing
- Review and code invoices
- Prepare third party consents (surface)
- Register and prepare caveats and discharges
- Assist Land Manager as required
- Work with accounting group to ensure working interest and royalties are consistent between land and accounting records
- Run obligation reports monthly from CS and address issues
- Monitor mineral and surface expiries with Land Manager
- Prepare and send rental review notices to Surface Lessors
- File clean up
- Enter amalgamations and name changes in CS Explorer and notify accounting
- Process Notice of Assignment and Assignment & Novation Agreements including updates in CS
- Monitor and send partner information to partners based on data well requirement sheets
- Create Land Procedures Binder with Land Manager

Qualifications:

- ✓ 5-10 years land administration experience in Alberta (mineral and surface preferred)
- ✓ Land Administration Certificate from SAIT or Mount Royal or Diploma from Olds College
- ✓ Continuing Education seminars and courses
- ✓ CAPL or CAPLA member

- ✓ Knowledge of Alberta Acts and Regulations including ERCB D56 and the Surface Rights Act
- ✓ Excellent organizational, communication and interpersonal skills
- ✓ Attention to detail is a must
- ✓ Proficient in CS Explorer, GeoScout, Microsoft Word and Excel
- ✓ Previous experience with a small company would be considered an asset
- ✓ A&D experience would be considered an asset

If you are a qualified candidate and you are interested in this opportunity, please email your resume by March 15, 2010 to nikki.sitch@sevenenergy.com. No phone calls or agencies.

Thank you for your interest; only those selected for an interview will be contacted.