



Land Contracts Analyst

As part of Encana's Business Services & Stakeholder Relations platform, the Mineral Land Asset Management team is responsible for protecting Encana's petroleum and natural gas assets through adhering to government regulations, lease and contract terms, ensuring data integrity of mineral records, and continuous improvement of land administration procedures and practices.

We are seeking an organized, detailed-oriented Land Contracts Analyst to join our dynamic team, specifically to provide day-to-day contract analyst support for a specific Business Team within the Fort Nelson Business Unit. The successful candidate will work closely with the area Land Negotiators, the Operations team and the Land Asset Management team to provide valuable industry agreement knowledge and experience in the mineral land discipline.

Responsibilities

- prepare and process Independent Operation Notices, Earning Letters, Change of Operator Letters, and Payout and Abandonment Notices as required for maintenance of Mineral Land Agreements
- draft and review Joint Operating Agreements, Pooling Agreements, Farmout Agreements, Trust Agreements and notice of Assignments
- input and maintain contract data in LandRite system following Data Entry Guidelines
- monitor and maintain contractual obligations and defaults and follow up with third parties on outstanding documentation and agreements
- analyze and resolve accounting queries with respect to Division of Interests, well interests and encumbrances
- review Mineral Land AFE's and New Well Put On Production (NWPOP)
- assist with the development of Land Schedules
- build strong rapport with area Landman, Business Operational Team and Land Administrator and meet with team on regular basis to ensure open communication of business requirements
- validate changes made to data in the Land System to maintain data integrity
- respond to internal and external land queries
- other duties as assigned

Qualifications

- must be legally entitled to work in Canada
- PLM or Petroleum Land Administration Certificate Program Graduate
- 5+ years mineral land experience in Contract Analysis and drafting in the oil and gas industry

- working knowledge of the CAPL Operating Procedures
- knowledge of Alberta and British Columbia Crown
- knowledge Freehold is an asset
- knowledge of LandRite, RTD and AFE Navigator systems would be an asset
- ability to work in a fast paced environment and manage a heavy workload
- demonstrated initiative, innovation and teamwork
- adaptable to changing priorities
- excellent organizational, communication, and interpersonal skills
- strong analytical skills and detail-oriented
- proficient with MS Office Suite
- member of CAPLA or CAPL

Please apply online at <https://jobs2-encana.icims.com/jobs/5814/job>