



Guide Exploration is an Intermediate Oil and Gas production company with operations in the Peace River Arch and Central Alberta. We are currently looking to fill the following position:

Senior A&D Contracts Analyst

Responsibilities

- Proficiency in Title review and Due Diligence of asset sale transactions
- Coordinate, draft and review specific conveyances for transactions
- Verifying and providing schedules.
- Preparation of Pre-Closing and Closing Documentation
- Responsible for land system updates for all A&D activity
- Comprehensive knowledge of provincial regulations
- Provide effective communication to impacted departments
- Maintenance of Contracts files in specific area.
- Assisting Area Landman as required.
- Reviewing and administering contract obligations.
- Drafting and reviewing contracts.
- Mentoring of Junior staff members.

Qualifications

- 10 plus years of A&D experience in oil and gas sector
- Excellent attention to detail
- Experience with CS Explorer is required
- Superior Communication skills

If you are interested in this position please forward your resume to resumes@guidex.ca