



Guide Exploration Ltd. 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 positions:

Supervisor, Land Administration

Responsibilities:

- Supervise employee development and training within the Land group
- Development and continuous improvement of Land related processes and procedures
- Ability to handle fast paced environment
- Day to day responsibility of land system maintenance, updating and acreage reporting
- Provide timely dissemination of land information to other groups (Rentals, Expiries)
- Provide support to the technical teams, reserves and accounting groups on all land related items.
- Gather and analyze land information for third party queries.
- Represent the Company with a high degree of professionalism and integrity at Industry and Partner Meetings.
- Support A&D group and mineral negotiators
- Mentoring of junior staff members in contracts and mineral.

Qualifications:

- Preference to individuals with a University degree
- Minimum 10 years direct mineral or contract experience in the oil and gas industry
- Solid knowledge of Alberta , BC and Saskatchewan Regulations
- Excellent analytical and organizational skills
- Professional attitude and excellent communicator
- Proven track record in developing and mentoring team members
- Strong initiative and superior attention to detail.
- In depth knowledge of CS Explorer required.

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