

Senior Land Administrator

A publicly traded Junior Oil & Gas company operating in Calgary, Alberta (current production is approximately 900 boe/day) is currently seeking a contract Land Administrator for 2 to 3 days per week.

The individual that fills this role must possess the following qualifications:

- Certificate in Land Administration
- 10 years industry experience

Duties include, but are not limited to:

- Administration of Crown and Freehold leases (surface and mineral)
- Management of land records on GeoNexus
- Search land titles registry, department of energy registry and other public databases for interests in land (i.e. ownership, caveats etc.).
- Preparation of line lists and reports
- Updating of information in the surface database
- Preparation of surface lease agreements, right way agreements and other supporting documentation required for acquisition of surface rights
- Preparation of damage releases and rent reviews
- Review well and pipeline survey plans to determine search requirements
- Review project kick offs to determine search requirements for survey permission
- Application for 3rd party consents
- Following-up with third parties to obtain consents
- Completing documents, crossings, final packages

Please forward your resume to landposition203@gmail.com