



JOB POSTING

Contracts Analyst

ACCOUNTABILITY:

We are currently recruiting an Intermediate to Senior Contracts Analyst handling Saskatchewan areas. Reporting to the Manager, Lease & Contracts this position is part of the Land team and is responsible for :

- Day to day contract administration duties.
- Maintaining CS Explorer Land System.
- Approving AFEs (drilling, completion, workover, reclamation, facility, etc.) and issue IONs when required.
- Administering third party IONs.
- Processing third party NOA and change of operator notices.
- Setting up contract files, updating contract files.
- Addressing overriding royalty inquiries.
- Maintaining the well database, including adding new wells, linking wells to related mineral and contract files, adding AFE information and updating the system when the well goes on production.
- Administering the Payout statements, Earning letters and PAAs.
- Assisting area landman as required.
- Reviewing and administering contract obligation report.
- Drafting and reviewing basic contracts.

QUALIFICATIONS:

- 5+ years of contract administration experience.
- Working knowledge of CS Explorer is an asset.
- Must be organized with a strong attention to detail while managing multiple priorities

If you or anyone you know is a qualified candidate and interested in this opportunity please send a resume, in confidence, to resumes@petrobakken.com

"Thank you for your interest. Only those selected for an interview will be contacted"