



**REGENT RESOURCES LTD.**

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**Regent Resources Ltd.** is a well financed privately owned resource company engaged in the exploration for and development, production and marketing of oil and natural gas in Western Canada.

**Intermediate Mineral and Contracts Land Administrator**

Regent Resources Ltd. is currently accepting applications for the position of Mineral and Contracts Land Administrator, reporting to the Vice President of Land.

**Key Duties and Responsibilities:**

- Process Crown and Freehold Mineral Lease transfers and assignments
- Track all Lease continuations and expiries, prepare and submit continuations applications
- Review and prepare all Freehold Mineral annual payments
- Approve, code and track all non-operated Mineral and Surface rentals
- Registration, transfer and discharge of Caveats
- Input Contracts and Leases, update and maintain the land system
- Process Notice of Assignments, Name changes, Amalgamations, Operatorship changes, payouts, conversions and abandonments
- Prepare, review and finalize routine Contract documents including Notices of Assignment, Trust Agreements and Assignment and Novation Agreement
- Complete and handle A&D post closing documents and special projects
- Conduct title reviews and associated curative work
- Prepare royalty calculation sheets for Accounting

**Skills and Abilities Required:**

- Solid understanding of Canadian P&NG regulations, Joint Venture Contracts and Mineral Leases
- Experience with CGI Landman, Enerlink, Accumap, JIBLink and Microsoft Office an asset
- Strong analytical skills and attention to detail
- Excellent written and verbal communication skills

**Education and Experience Required:**

- 3-5 years of Mineral and Contract administration Experience
- Petroleum Land Administration Certificate

Resumes with a cover letter attached should be forwarded by **February 17th, 2012** in confidence to: Mike Twomey, Vice President of Land – [mike.twomey@regentresources.com](mailto:mike.twomey@regentresources.com)  
Thank you for your interest in this position, however only those candidates selected for an interview will be contacted. No agency referrals please.