



**RIFE RESOURCES LTD.**, a private oil & gas exploration and production company, wholly-owned by the CN Pension Trust Funds (pension fund for the employees of the Canadian National Railway). Rife also manage the assets of **Canpar Holdings Ltd.** and **Freehold Royalties Ltd.** Collectively, Rife's employees manage total production of 20,000 boe/d.

## Intermediate Contracts Analyst

Rife Resources Ltd. is currently accepting applications for the position of Intermediate Contracts Analyst reporting to the Supervisor, Land Contracts.

### Key Duties and Responsibilities

- Draft and coordinate finalization of contracts and agreements with Area Landmen;
- Summarize contracts and track contract commitments and obligations;
- Process notices of change of operator, payouts, conversions and abandonments;
- Prepare, review and finalize routine contract documents including Notices of Assignments, Declarations of Trust and Assignment and Novation Agreements;
- Update and maintain the land system with the Lease Administrators to ensure accurate reflection of contract terms and appropriate linkages to lease and well records;
- Respond to often complex internal and external queries;
- Conduct title reviews and associated curative work;
- Contribute to the development of Company precedent documents and procedures;
- Complete special projects and handle A&D post closing matters, as assigned.

### Skills and Abilities Required

- Solid understanding of Canadian P&NG Regulations, CAPL Procedures, joint venture contracts, mineral leases and government regulations;
- Experience with CS Explorer, GeoScout, EnerLink and Microsoft Word and Excel;
- Excellent written and verbal communications skills;
- History of being able to effectively set priorities and work cooperatively to assist in the achievement of team goals and objectives.

### Education and Experience Required

- Petroleum Land Administration Certificate or equivalent experience
- 5+ years of contract administration experience

Resumes with a cover letter should be forwarded by **February 6<sup>th</sup>**, 2012 in confidence to:  
Mark Park: IT Supervisor and Administration, [mpark@rife.com](mailto:mpark@rife.com)

Thank you for your interest; however only those candidates selected for an interview will be contacted. No phone calls or agency referrals please.