



Job Title: Contracts Analyst

R360 Environmental Solutions Canada Inc., an affiliate of Waste Connections, offers a variety of waste solutions to clients in the energy, environmental and industrial sectors. We are committed to *Reinventing the standard in waste solutions by serving our customers and employees, while staying true to our values. We value safety, integrity, customer service, being a great place to work and being the premiere waste services company in North America.* R360 is active across the WCSB, delivering waste and energy services through our network of facilities.

Position Overview:

We are seeking a Contracts Analyst to support our land and energy marketing operations. This role is essential in optimizing our assets and business through effective land management and contract oversight. The Contracts Analyst will manage the entire contract lifecycle—from preparation to execution—ensuring compliance with company policies and regulations. You will maintain accurate contract databases, manage submissions, and monitor key dates such as renewals and cancellations.

Key Responsibilities:

- Prepare, administer, negotiate and maintain Surface and Mineral (Crown and Freehold) land agreements across BC, AB and SK. (I.e. PNG lease/licence, Crown Mineral Activity Authorizations, Trusts, Joint Operating Agreements, MSL, LOC, FH Surface Leases)
- Manage surface and mineral rentals.
- Submit mineral land sale postings and bids.
- Analyze land ownership records, title abstracts, and lease agreements for A&D transactions.
- Responsible for accurate maintenance of contract databases (CS Land) and land files.
- Track important dates, including notifications, cancellations, and renewals, and advise management accordingly.
- Collaborate with legal, operational and functional teams to coordinate agreements and evaluate potential land use impacts and develop mitigation strategies.
- Prepare, administer and maintain energy marketing contracts (i.e. Transaction Confirmations, Egistix)
- Work with customers to complete KYC onboarding packages.
- Track condensate, oil and butane transactions and route contracts for approval and signing.
- Ensure contracts and transactions align with required approvals and authority
- Other administrative and analytical duties to support the land and commercial teams as required

Qualifications:

- Degree or diploma in Petroleum Land Administration, Land Management, Business or a related field preferred; equivalent work experience will also be considered.
- Minimum of 5 years of relevant work experience.
- Strong analytical skills with attention to detail.
- Proficient in Microsoft Excel, Word, and Outlook (experience with CS Land and GeoScout is a plus).
- Strong interpersonal and communication skills, both written and verbal.
- Ability to maintain confidentiality and exercise discretion in information dissemination.
- Ability to manage multiple priorities effectively.
- Flexible and capable of handling a mix of routine and non-routine tasks.
- Positive, self-motivated team player with a willingness to work independently in a fast-paced environment.

R360 Environmental Solutions Canada Inc. is an equal opportunity employer.