



Tundra Oil & Gas is a Manitoba-based oil and gas exploration and production company and a wholly-owned subsidiary of Winnipeg-based James Richardson & Sons, Limited. Tundra's head office is in Winnipeg, with additional offices in Virden, Estevan, and Calgary. At Tundra, we believe that our people are the foundation of our success, and we are dedicated to growing our company in a sustainable and disciplined way. This philosophy has served us well since our inception in 1980. Today, Tundra is a team 325-strong, and a leader in the Manitoba and southeast Saskatchewan oil industry. We take pride in supporting the communities in which we operate and stewarding the resources we manage for today and for the future. We are committed to working together and to getting everyone home safe every day.

Tundra has an opportunity for a **Consulting Mineral Land Analyst** in our **Calgary** office on a one-year contract. The incumbent in this role will be eligible to participate in Tundra's hybrid work schedule. The role has flexibility for part-time or full-time hours.

This position is responsible for:

- Area administration for SE Saskatchewan (crown and freehold).
- Prepare, monitor and follow up on mineral expiries, continuation applications, lease selection and validation of licenses.
- Crown land sale postings and bids.
- Crown and freehold title searches.
- Provide monthly rental and expiry recommendations.
- Update mineral lease records.
- Provide royalty allocations on all wells drilled, and linking of same.
- Resolve land queries, internal, landowner and third party.
- Maintain positive and co-operative interfaces with internal groups, government agencies and industry associates.
- Other administrative duties as required.

Candidates for this position will possess the following qualifications and competencies:

- 10+ years of Mineral Land experience which includes significant freehold and crown mineral lease experience and an understanding of horizontal wells and horizontal well allocation across leases.
- Proficiency in use of CS Land.
- Familiarity with Accumap.
- Strong work experience in SE Saskatchewan with knowledge of Saskatchewan PNG regulations and Saskatchewan Crown preliminary and final notice continuations.
- Basic understanding of mineral land contracts.
- Self motivated.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

If you are interested in this position, please email your resume to Daigan Abstreiter at daigan.abstreiter@tundraoilandgas.com by January 7, 2025.

We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.

