

Well Operations Administrator

At Canadian Natural, we are dedicated to driving innovation and excellence in the energy sector. As a recognized leader in Canada's energy industry, we operate one of the strongest and most diversified asset portfolios of any independent energy producer in the world.

Make your mark while you grow your career! Reporting to the Supervisor, Land Shared Services. The successful candidate will play a key role in updating and maintaining well data within the land system, ensuring consistency and accuracy across platforms. You will review and resolve discrepancies between OneStop and the Land System, troubleshoot issues related to well ownership, linkage, and reporting, and provide critical support to the Asset Retirement and Reserves evaluation processes. Working closely with teams across the business, you will gather and deliver essential data throughout the well life cycle—making this role a vital contributor to operational success and a strong foundation for future growth in the energy sector.

- **Job location:** Calgary, Alberta
- **Shift schedule:** 5 x 2, 8-hour shifts
- **Application deadline:** September 7, 2025

Key Accountabilities:

- **Maintain and update** well data in the land system with a strong focus on accuracy, consistency, and data integrity.
- **Investigate and resolve discrepancies** between internal and external systems (e.g., Land System and OneStop), ensuring seamless data alignment.
- **Troubleshoot complex issues** related to well ownership, linkage, and reporting, providing timely and effective support to internal stakeholders.
- **Contribute to key business processes** by supporting Asset Retirement and Reserves evaluations with reliable, well-organized data.
- **Collaborate cross-functionally** with teams across the well life cycle to gather, validate, and deliver critical data that drives informed decision-making.

What You Bring to the Role:

- 2 - 5 years of progressive experience in **Mineral Land, Surface Land, or Joint Ventures**, with a solid understanding of related operational workflows.
- **Post-secondary education in Land** or a related field; **Energy Asset Management Diploma, Land Administration Certificate, and/or Land Analyst Certificate** is considered a strong asset.
- Proficient in **Microsoft Excel and Word**, with the ability to manage and manipulate data efficiently.
- Familiarity with industry tools such as **Accumap, OneStop, ETS, IRIS, QBLM, Access, and Petrinex** is considered a strong asset.
- **Demonstrated analytical and problem-solving skills**, with a proven ability to maintain a high level of accuracy and attention to detail in a fast-paced environment.
- **Strong work ethic and professionalism**, supported by excellent organizational, time management, interpersonal, and communication skills.

What We Offer:

- Competitive salary, stock options, company matched stock savings plan, annual bonuses
- May be eligible for relocation pursuant to Canadian Natural's Relocation Policy
- 100% Employer paid extended Health, Dental and Vision Benefits
- Health & Wellness Spending Account
- Multiple volunteer opportunities within the community
- Employee & Family Assistance Program
- Access to online learning platforms for continuous learning and development
- Paid vacation and time off during Christmas week and summer Fridays

Check out our [COMPENSATION & BENEFITS](#) to learn more about what we have to offer!

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