



Wholly owned by the CN Investment Division, Rife is a private Calgary-based corporation. Through Rife Management Ltd, our team manages the assets of Rife Royalties Ltd, Rife Resources Ltd, and Rife Holdings Ltd. Our mission is to enhance and expand our resource-based, royalty focused portfolio while delivering sustainable dividends and superior long-term returns to the CN Pension Trust Funds.

Rife is a royalty company with an extensive portfolio of producing and underdeveloped mineral title lands across Western Canada. Our lands support a broad range of resource development activities, including oil and natural gas as well as non-oil and gas resources. With an open-for-business approach, we work collaboratively with industry partners to facilitate responsible resource development on our lands.

Mineral Land Analyst

Rife is seeking candidates for the Mineral Land Analyst position. This position is based in Calgary and reports to the Director, Land Asset Management. The Mineral Land Analyst plays a crucial role in managing and administering mineral title, leases and contracts. This position requires a detail-oriented individual with strong analytical skills to ensure accurate record-keeping, compliance with regulations, and effective communication with various stakeholders.

Duties and Responsibilities

- Day-to-day fee title, mineral lease, contract, well and royalty unit administration within a defined area, including set-up, maintenance and data integrity of records in CS Land and Carta (electronic files);
- Analyze land and well information to satisfy Compliance team queries;
- Review and analyze Rife fee title in order to prepare fee leases and amending agreements;
- Review, track and process lease assignments, fee lease continuations and expiries;
- Complete title reviews and verification of royalty interests, conduct caveat research and removal;
- Review and issue notices of offset obligation and lease termination;
- Prepare, register and remove caveats for company mineral titles;
- Track and maintain lease and contract obligations;
- Draft and/or analyze contracts including Amending Agreements, Royalty Agreements, Royalty Assumption Agreements, Declaration of Trusts and government required drilling agreements (PAUA's, Production Allocation Agreements);
- Support the BD team with acquisitions, including preparation of conveyance documents
- Conduct lease and contract reviews and file clean-up as needed;
- Perform crown and freehold land search requests;
- Field lessor and lessee inquiries;
- Other duties and projects as assigned.

Qualifications:

- Petroleum Land Administration Certificate with a minimum of 7 years of related experience or an equivalent combination of experience and education;

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- Ability to prioritize and meet critical deadlines and timelines;
- Strong attention to detail;
- Good communications skills both verbal and written;
- Ability to work effectively both independently and within a team;
- Experience with CS Explorer, GeoScout, Word / Excel, ISC, SPIN, ETS, IRIS;
- Strong understanding of mineral land administration with particular experience in fee title administration including mineral lease clauses, obligations and terminology;
- Solid understanding of P&NG regulations as they apply to Crown and Freehold mineral leases and titles, including spacing units;
- Ability to multi-task, make independent decisions and work with a diverse group of individuals in a fast-paced environment.

Additional Requirements/Information:

All applicants must be legally entitled to work in Canada at the time of application

Hybrid Work Program:

Rife currently has a hybrid work program in place with a combination of in-office and remote work: Tuesday, Wednesday, Thursday are core in-office work days, Monday and Friday in-office or remote based on your preference.

Benefits:

- Comprehensive Group Benefits program;
- Health and Wellness spending account;
- Employee & Family Assistance Program;
- Pension plan;
- Flex day program;
- Hybrid work program.

Equity, Inclusion and Diversity

Committed to attracting and retaining diverse employees, Rife will honor your experiences, perspectives and unique identity. Together, we strive to create and maintain a working environment that is welcoming and promotes diversity of thought, inclusivity and equity.

Please apply at: <https://easyapply.co/a/b7e4eb9e-61a6-47b2-b362-0c489de44be8>

We thank all applicants; however, only those selected for an interview will be contacted.