



Position: Mineral Lease & Contracts Analyst

The Mineral Lease & Contracts Analyst supports the land portfolio and other functional departments by actively preparing, identifying and providing agreement documentation and information necessary to protect and enhance the company's land interests, assets and liabilities. The Analyst provides administrative and analytical support for acquisition, maintenance, and disposition of leases within a designated geographic area.

Specifically, the Mineral & Contracts Analyst is responsible for –

- Analyze and interpret terms, conditions, and mineral ownership information of existing agreements, as requested, and provide advice on agreements
- Maintain data integrity of land records - update Land Systems and ensure the Company's mineral interest and acreage position are accurately represented
- Manage all mineral administrative work related to the assigned geographic area
- Liaise with royalty and revenue accounting – provide crucial information to ensure accounting records are updated, process rental invoices, investigate non-payment of invoices
- Act as the focal point for communication with internal and external stakeholders and provide a timely response to queries or requests for information
- Monitor agreements for compliance and contractual obligations and relay information to the appropriate parties
- Negotiate resolution to any contentious or outstanding issues/matters arising out of existing agreements with associates/third parties

Additional Details:

- Application close: June 26, 2026
- Start date: July 13, 2026 (flexible)
- **1 year contract position**
- Quarry Park office in Calgary
- 5+ years' experience

Please email resume to alicja.m.pawlak@esso.ca

We thank all interested candidates for their interest; however, only those selected for an interview will be contacted.