

Mineral Lease Administrator Available

Full or part-time employment
Maternity leave

Long or short-term projects
Vacation relief

Provide support for full-time staff who need help catching up with the small but time-consuming duties.

Assistance with clean-up projects that are always waiting for a time when it's not too busy.

Temporary help with a backlog of address changes, estates, freehold mineral tax, invoice coding, filing and accounting inquiries.

Post closing documentation requiring clean up or input.

No project is too small to help bring the land records to a consistent and up-to-date status.

CS Explorer, LandRite, GeoScout, Accumap, StackDX

EXPERIENCE AND QUALIFICATIONS

- Crown and Freehold Administration and Tenure Regulations
British Columbia, Alberta, Saskatchewan and Manitoba
- Crown, Freehold, Fee Title, Fee Leases, Options to Lease, Agreements to Acquire, Well Disposal and Injection Service Agreements, Head and Subleases, Crown-Acquired Rights, Gross Royalty Trust Certificates and Estates.
- Set up and maintain files in an accurate, timely and consistent manner.
Land sales, newly-acquired freehold leases and documents resulting from acquisitions and contractual land deals.

Create obligations for freehold clause amendments. Escalating royalties and rentals, drill commitments, special continuation/extension terms.

Ensure acreage is balanced and accounted for with each land transaction.

- Expiry reports, continuation applications, notification letters and lease extensions.
Ensure all wells, formations and lands are accounted for and requested.

Confirm continuous production on freehold leases according to lease terms.

- Monthly rental reports
Process, reconcile and pay mineral and surface rental payments
Alberta ETS Auto Debit
BC e-Payments
IRIS Saskatchewan
- A&D Administration
Freehold assignments, crown transfers, per diem rental calculations, caveat documentation, title transfer and lessor/broker notification correspondence. File review - confirm all related documentation has been identified and completed.
- Communicate with accounting to confirm all payments align with land records, various royalty and payment obligations and lessor and industry address and ownership updates. Maintain communication with other departments, partners, lessors and government agencies.
- Verification of interest for third party invoices, freehold mineral tax and responding to internal and external enquiries.
- Receiving, distributing and tracking notification correspondence including termination, notice to produce, trespass, non-payment of royalties, tracking offsets and compensatory royalties for crown and freehold.
- Experience with land title systems. Confirming titles are clear of outdated encumbrances. Registering, updating, discharging, lapsing and transferring caveats.
- Ensure all mineral ownership is accounted for and the associated leases are in good standing for potential drills.
- Work confidently with digital and physical files.

Please contact waskova@hotmail.com and let me know how I can help