



Job Opportunity – Mineral Land Administrator

ROK Resources Inc. (ROK.V) – Calgary, Alberta

ROK Resources Inc. ("ROK") is a public company headquartered in Saskatchewan that is focused on sustainable exploration and development. Our diverse asset base is matched by our team's depth of experience in conventional oil & gas plays across Saskatchewan and Alberta. ROK is a company guided by strategy and sustainability, with a dedication to our employees, shareholders, stakeholders, and responsible growth.

ROK has an in-office opening for a full-time Mineral Land Administrator, based in our Calgary office. Reporting to the Senior Vice President, Land & Business Development, the candidate will be responsible for various day-to-day duties related to Crown and Freehold mineral land in Alberta and Saskatchewan.

Key Responsibilities:

- Setup and maintain lease records in the land system, ensuring data integrity.
- Review and process monthly lease rental payments, shut-in well payments and compensatory royalty payments.
- Manage lease obligations and expiries and prepare required continuation applications.
- Complete land title searches and create and administer title related documents, including caveat registrations and discharges.
- Process lease assignments and estate related matters, ensuring compliance with provincial estate laws and corporate policy.
- Assist with Freehold lease acquisitions, coordinating with appropriate internal and external parties to ensure integrity of acquisition packages and fulfilment of obligations.
- Prepare and submit Crown land sale postings and bids.
- Review and track offsets, coordinating with partners and stakeholders to obtain direction for satisfaction of obligations.
- Verify lease validity and lease requirements for new drills and well abandonments.
- Conduct lease review and file clean-up.
- Update corporate land layers in mapping system.
- Investigate and respond to internal and external land related inquiries.
- Contribute to the development of land processes and procedures.
- Provide support for A&D activity and other projects as required.

Qualifications:

- Minimum 8 years of related experience with Saskatchewan properties; Alberta is an asset.
- Proficient with CS Land, Accumap, ISC, IRIS, ETS and Microsoft Office applications.
- Solid understanding of provincial policies, regulations and laws related to Crown and Freehold mineral tenure; knowledge of lithium specific tenure an asset.

- Strong written and verbal communication skills, with an ability to work effectively both independently and within a diverse team.
- Exceptional attention to detail with a high level of accuracy.
- Excellent organizational and time management skills with the ability to prioritize tasks and meet deadlines.
- Self-starter that can adapt to shifting priorities in a fast-paced environment.
- Degree/Diploma or Certificate in a recognized Land program is an asset.
- Must legally be able to work in Canada.

What we can offer:

- Competitive compensation, including stock options, and benefits.
- Opportunity to learn and work with a team of respected professionals.
- A variety of interesting projects to work on and develop your professional skills.

How to Apply:

Interested applicants may submit their resume in confidence to ROKHR@rokresources.ca. Please note, the application deadline for this position is **November 10, 2026**.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.