



Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **Senior Contracts Landman** reporting to the Team Lead, Land. This is a **contract** position based out of the Calgary Corporate Office.

Key Responsibilities:

- Analyze and draft formal agreements in all areas of the company while utilizing Harvest and Industry standard/precedent forms and/or practices.
- Update existing contracts and enter new contract data into CS Land to maintain the land records, identify earnings and monitor contractual obligations such as ROFR's, ION's, penalty & payout notices, abandonment notices, AFE's etc. while tracking timelines to ensure deadlines are met.
- Interpret contracts to confirm interests, operating procedure and accounting rates and elections, royalties, etc. and ensure that contracts and associated wells are correctly linked/related to leases and related contracts.
- Conduct a title review of contract files and mineral leases to determine or confirm royalty interests or working interests for AFE's as it pertains to new drills, recompletions, workovers, abandonments, etc.
- Review and identify curative actions required to remedy contract and mineral lease deficiencies and ensure the completion of the documentation required to remedy deficiencies.
- Review and track third party A&N's, NOA's, Assignments, CHOP's, requesting revisions as required
- Work with Land Staff and Finance to resolve discrepancies in working interests, royalty interests, royalty terms, invoices, etc. as they relate to mineral lease administration
- Responsible for the setup and maintenance of contract and mineral lease files

Qualifications:

- Petroleum Land Certificate or equivalent experience.
- 10+ years of relevant land experience with at least 5 years of contract administration and/or negotiation.
- Preference will be given to candidates with mineral administration experience

Please visit Harvest Operations' website at harvestoperations.com to learn more about the company and its operations.

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