



Saturn Oil & Gas Inc. is a growing Canadian energy company focused on generating positive shareholder returns through the continued responsible development of high-quality, light oil weighted assets, supported by an acquisition strategy that targets highly accretive, complementary opportunities. We have assembled an attractive portfolio of free-cash flowing, low-decline operated assets in Central Alberta, Southeastern Saskatchewan and West Central Saskatchewan that provide a deep inventory of long-term economic drilling opportunities across multiple zones. With an unwavering commitment to building an entrepreneurial and ESG-focused culture, Saturn's goal is to increase per share reserves, production and cash flow at an attractive return on invested capital. We proudly integrate the protection of the environment, ethical and fair treatment of our employees and stakeholders, and strive to be at the forefront of what it means to be a good corporate citizen.

Saturn has an opportunity for a full time **Senior Surface Land Administrator** based in the **Calgary, Alberta** office. Reporting to the Manager, Surface Land, the Sr. Surface Land Admin will play a key leadership role within the Surface Land Department, providing guidance and mentorship to land analysts while ensuring efficient and compliant day-to-day operations. Your primary responsibility is to deliver accurate, cost-effective, and regulatory-compliant surface land packages to support both capital projects and base asset management.

Some specific duties, and responsibilities of the Sr. Surface Land Admin include, but are not limited to:

- Lead, mentor, and support land analyst team members in daily operations
- Review and audit acquisition packages submitted by land service providers
- Prepare and audit landowner and construction documentation
- Analyze surface files for accuracy and regulatory compliance
- Input and maintain surface land data in CS Explorer
- Ensure timely processing of landowner payments and post-closing follow-ups
- Register and discharge legal instruments and encumbrances on title
- Review, code, and track surface-related invoices
- Collaborate with area coordinators and land agents to support field activity
- Liaise with landowners, government bodies, and third parties to maintain effective communication
- Monitor obligations, compliance requirements, and license transfers
- Maintain accurate and organized records and documentation
- Build strong relationships with internal and external stakeholders
- Support special projects and perform additional duties as assigned or required

Candidates for this position will possess the following qualifications and competencies:

- Minimum 10 years of experience in Surface Land Administration; Saskatchewan knowledge is an asset
- Proficient in CS Explorer, Pandell, IHS Geoscout, SPIN, Abadata, and Microsoft Office Suite
- Post-secondary education in Surface Land Administration, Business, or related field



- Strong ability to manage multiple priorities and deadlines
- Proven leadership, mentorship, and team collaboration skills
- Detail-oriented with excellent organizational and time management abilities
- Strong communication skills, both written and verbal
- Proactive and results-driven, with a high level of initiative and accountability
- Adept at building relationships and working cross-functionally in team environments
- High standard of accuracy in data entry and documentation

If you are interested in joining our rapidly growing organization, please submit your cover letter and resume at <https://saturnoil.com/contact/#careers>.

Saturn's people drive our success. We offer an inclusive work environment where we embrace a diversity of people, thinking and ideas and a culture that supports personal and professional development. We want to thank all applicants for their interest in this role, however, only those considered for interviews will be contacted.