



Surface Land Administrator/Coordinator – Permanent Full Time

Who are we?

ORLEN Upstream Canada belongs to the Capital Group of ORLEN S.A., one of the largest petroleum and petrochemical corporations in Central and Eastern Europe. ORLEN Upstream Canada is an oil and natural gas company in Alberta steadily growing production and reserves through a combination of emerging light oil and liquids rich natural gas plays.

We are an incredible team of creative thinkers who are committed to delivering strong results while sharing a passion for vision and strategy. We drive progress by promoting a positive company culture, a flexible work-life balance, ongoing meaningful feedback, encouraging innovation, and making two-way communication a top priority.

What do we offer?

One of our strategic missions is to discover, recruit, and retain a remarkable workforce by offering a competitive compensation package, including an attractive benefits program.

Benefit coverage from day one includes:

- 100% Employer Paid Extended Health Premiums with 100% Coverage
- 100% Employer Paid Dental Premiums with 100% Basic Coverage
- Health Care Spending Account
- Personal Spending Account
- 5% RRSP Employer Matching Contributions
- Hybrid Work Environment
- Competitive Vacation and Flex Day Policy

Who are you?

A highly motivated **Surface Land Administrator/Coordinator** to support oil and gas development activities by securing and managing Crown and Freehold surface land rights required for drilling, completions, pipelines, facilities, and associated access. This role ensures land applications, dispositions, and regulatory obligations are completed accurately and on time, enabling safe, compliant, and efficient field operations. The Surface Land Administrator/Coordinator will collaborate with the Supervisor of Surface Land and various internal departments and external stakeholders to ensure effective land management and smooth project execution.

What will you do?

- Oversee/manage and assist with all aspects of surface land acquisition, including new & existing applications (AB Crown & Freehold).
- Mentor and support junior staff.
- Collaborate with internal asset teams, such as geology, construction, engineering, and facilities, to gather and provide necessary information for land-related projects.

- Monitor and track project timelines, milestones, and deliverables related to land acquisition and surface land management.
- Review, audit and distribute project acquisition package to the pertinent parties.
- Maintain accurate and up-to-date land records, databases (StackDX, CS Explorer), and documentation, ensuring compliance with company policies and regulatory requirements.
- Liaise with landowners, government agencies and regulatory bodies to establish positive relationships, resolve any land-related issues, and respond to any inquiries.
- Preparation and review of required land documentation related to surface land management (assignments, schedules, divestitures).
- Coordination of purchase and sale of all surface documentation in Alberta (exposure to Saskatchewan and BC is a desirable asset).
- Support the development of land management strategies and contribute to the continuous improvement of land-related processes and procedures.
- Stay informed about changes in land regulations and industry best practices and communicate relevant updates to the team.
- Responsible for internal & external requests for information including road use and third party.
- Communicate with landowners, field staff, internal departments and 3rd party consultants/brokers.
- Reconcile surface rentals and invoice disputes from CS Explorer, 3rd party road use, invoicing and payment tracking in Open Invoice.
- Stay informed about changes in land regulations and industry best practices and communicate relevant updates to the team.

How will you be successful?

- A minimum of ten (10) years of surface land experience within the oil and gas industry.
- A minimum post-secondary diploma or certificate in Petroleum Land Administration.
- Proficient in land computer systems such as CS Explorer and AER OneStop.
- Comprehensive knowledge and practical experience with Open Invoice and StackDX
- Widespread knowledge and experience with D-56 requirements and regulations and industry standards related to surface land management.
- Clear understanding of PLAR and AER application requirements.
- Familiarity with environmental regulations and Indigenous affairs, including consultation processes and agreements.
- Excellent organizational and time management abilities, with a keen eye for detail and accuracy.
- Demonstrated ability to drive and improve processes, ensuring efficiency, consistency, and continuous improvement.
- Ability to work independently and as a part of a team, managing multiple priorities and competing deadlines.
- Strong analytical skills and knowledge of and ability to extract data from public sources.
- In-depth knowledge of land administration, land use regulations and surface land acquisition process (Crown and Freehold).
- Understanding of GIS (Geographic Information System) and related software is an asset.

If you are ready to bring your passion to life and contribute to a high-performing, diverse, and mission-driven team, we welcome the opportunity to hear from you. Please send your cover letter and resume to Kelly.Rose@orlenuptstream.ca.