

Title: Surface Land Administrator (Junior/Intermediate)

Industry: Oil & Gas

Compensation: TBD

Overview: Our client is a mid-sized oil & gas company based in downtown Calgary. This is a maternity leave cover and will last a minimum of 12 months, with a chance of extending or converting to permanent. The role is performed in-office five days/week.

Responsibilities: In this junior-intermediate role, you will handle the administration of surface rights and land access agreements to support the Company's operational and growth plans. The successful candidate will have a good working knowledge of the industry, regulations and various relevant acts and agreements.

Responsibilities include, but are not limited to:

- Examining, issuing and processing road use agreements and third-party agreements
- Process monthly road use maintenance billing
- Coding rental invoices, road use and third-party invoices for payment
- Process Crown and Freehold rentals
- Liaising with various regulatory bodies and stakeholders to ensure that all concerns and needs are addressed and met
- Performing other related duties and special projects as assigned

Requirements:

- Diploma or certificate in Petroleum Land Administration (or equivalent)
- Ideally 2-5 years of progressive surface land administrative work experience in upstream O&G companies operating western Canada properties
- Proficient in the use of MS Word, Excel, CS Land, Accumap, Abadata, ETS and Spin II, StackDX; Energylink nice to have

To apply, please email us your resume, attached, in confidence to chris.jackson@roneta.com. Please include the title of this position in the subject line. We prefer resume files as .doc or .rtf; pdf acceptable.