



Tidewater Midstream and Infrastructure Ltd. is a publicly listed, diversified energy infrastructure company with an integrated value chain across the North American natural gas, natural gas liquids and crude oil, refined product, and renewable space. Its strategy is to profitably grow and create shareholder value through the acquisition and development of oil and gas infrastructure. Tidewater plans to achieve its business objective by providing customers with a full service, vertically integrated value chain, including gas plants, pipelines, railcars, export terminals, storage, downstream facilities, and various renewable initiatives.

Tidewater has an immediate opening for a **Mineral and Land Contracts Consultant**. This is a Part Time Contract role, not a permanent employee position based out of our **Calgary Head Office**. This is a fast paced, deadline driven role that requires superb organizational skills and the ability to multi-task.

Summary of Responsibilities:

- Input and update contract, mineral and well files in CS, while ensuring accuracy of records.
- Support A&D projects including conducting due diligence, creation of schedules, drafting agreements, and preparing and reviewing conveyancing documents.
- Issue and review operations and abandonment notices, ROFR's, assignment and lease transfers.
- Manage monthly mineral rental process, expiries, obligation reviews, continuations, and verification and routing of operated and non-op AFE's.
- Work closely with accounting to verify working interests and respond to queries.
- Verify and approve mineral invoices.

Qualifications/Skills:

- Minimum 10 years of experience in Mineral Land, Contracts and A&D.
- Comprehensive knowledge of Alberta and BC tenure regulations.
- Proficient with CS Explorer, Accumap, EnergyLink, ETS, BC EPayments, and Microsoft Office.

Competencies:

- Excellent communicator with the ability to develop and maintain strong relationships.
- Exceptional organizational skills, attention to detail, ability to prioritize and multi-task.

Compensation:

We offer a competitive compensation package.

We thank all interested candidates for their interest; however, only those selected for an interview will be contacted.

Please email your resume and cover letter to Carla Neumeier at cneumeier@tidewatermidstream.com.