

FREEHOLD

ROYALTIES

Freehold Royalties is a public mineral title and royalty company. It manages one of the largest non-government portfolios of oil and natural gas royalties in Canada with an expanding land base in the United States uniquely positioning Freehold as a North American royalty company. Freehold is focused on providing lower-risk returns and growth over the long term. The Company's shares trade on the Toronto Stock Exchange (TSX:FRU).

Well Administrator, US Lands

Freehold is seeking candidates for the Well Administrator position. This position is based in Calgary and reports to Lead, US Lands. The Well Administrator will assist our US Land Analysts to confirm the company's internal ownership in new wells drilled on our royalty lands and to transfer ownership of existing wells. This involves setting up well records, preparing necessary communications, and performing calculations. This position will be responsible for the completeness of well records in the US land system.

Duties & Responsibilities

- Gather, scan, and log all incoming mail for the US Land Administration Team, ensuring timely and accurate distribution;
- Source, organize, and maintain regulatory documents, agreements, and reports needed to calculate interests in new wells;
- Analyze and compare transfer orders with expected ownership decimals, identifying and resolving discrepancies;
- Track outstanding issues and proactively follow up to ensure resolution;
- Assist land team members with data entry and uphold data integrity standards within the land system;
- Prepare and send necessary communications to internal and external stakeholders regarding ownership and well record updates;
- Support additional duties and special projects as assigned by the Team Lead.

Required Characteristics, Attributes, and Skills

- Highly process-driven with the ability to manage a high volume of tasks efficiently and accurately;
- Strong analytical and mathematical skills, with keen attention to detail;
- Excellent oral and written communication skills, able to convey information clearly and professionally;
- Demonstrated proficiency in Microsoft Excel, including data analysis and reporting functions;
- Collaborative and supportive team player, willing to assist colleagues and contribute to a positive work environment;
- Strong organizational skills with the ability to prioritize tasks and meet deadlines;
- Adaptable and resourceful, able to handle changing priorities and new challenges in a dynamic work setting.

Qualifications

- Degree or Certificate in business administration, land administration, or a related field preferred;
- Experience reading and interpreting legal land descriptions and well survey plats;
- Understanding of acquisition and divestiture (A&D) processes, contracts, and mineral leases;
- Previous experience with GIS and mapping systems considered an asset, but not required;
- Prior experience in land administration, oil and gas administration, or a similar field is preferred;
- Eligibility to work in Canada and willingness to work from the Calgary office as required

Additional Requirements/Information:

All applicants must be legally entitled to work in Canada at the time of application

Hybrid Work Program:

Freehold currently has a hybrid work program in place allowing us to live, learn and adapt in a way that works for our business and our employees. Our hybrid work program is a combination of in-office and remote work: Tuesday, Wednesday, Thursday are core in-office work days, Monday and Friday in-office or remote based on your preference.

Benefits:

- Comprehensive Group Benefits program
- Health and Wellness spending account
- Employee & Family Assistance Program
- Pension plan
- Flex day program
- Hybrid work program

Equity, Inclusion and Diversity

Committed to attracting and retaining diverse employees, Freehold Royalties will honor your experiences, perspectives and unique identity. Together, we strive to create and maintain a working environment that is welcoming and promotes diversity of thought, inclusivity and equity.

Please click here to apply: <https://easyapply.co/a/4ce7aa85-8135-446e-b12c-1c12868c4d5a>

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