



Position: Contracts Land Analyst

Description:

The Contracts Land Analyst supports the land portfolio and other functional departments by actively preparing, identifying and providing agreement documentation and information necessary to protect and enhance the company's land interests, assets and liabilities. The Analyst provides administrative and analytical support for acquisition, maintenance, and disposition of leases and contracts within a designated geographic area.

Specifically, the Contracts Analyst responsibilities include:

- Analyze and interpret terms, conditions, and mineral ownership information of existing agreements, as requested, and provide advice on agreements
- Maintain data integrity of land records - update Land Systems and ensure the Company's mineral interest and acreage position are accurately represented
- Manage all mineral administrative work related to the assigned geographic area
- Liaise with royalty and revenue accounting – provide crucial information to ensure accounting records are updated, process rental invoices, investigate non-payment of invoices
- Act as the focal point for communication with internal and external stakeholders and provide a timely response to queries or requests for information
- Monitor agreements for compliance and contractual obligations and relay information to the appropriate parties
- Negotiate resolution to any contentious or outstanding issues/matters arising out of existing agreements with associates/third parties

Term: One year contractor position

Please submit your resume to:

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