



Mineral Land Analyst

The Mineral Land Analyst is responsible for reviewing and aligning current land records within CS to ensure compliance with data standards, procedural documents, and consistency manuals. This role is critical in maintaining the integrity of our land database and ensuring seamless application of Cenovus's Mineral Land processes. The analyst will work closely with the Mineral Lease and Contracts team, Land Negotiators, Well Asset Management Team, and A&D to uphold data accuracy and consistency across the organization.

Key Responsibilities

- Support the land expiry process, including follow-up on expirations, continuations, and government/freehold notifications to Geologists, Negotiators, and Partners.
- Apply a strong understanding of Saskatchewan Crown regulations and Freehold leases in daily operations.
- Contribute to the development and refinement of processes and procedures to enhance efficiency.
- Handle external and internal inquiries in a timely and professional manner.
- Extract and analyze data from various land management systems.
- Collaborate with Negotiators on the Crown posting and sale process.
- Prepare and submit caveats, withdrawals, discharges, and transfers of caveats to the land titles office while coordinating communications with partners and freehold owners.

Core Systems

Proficiency in the following systems is required:

- CS Explorer
- Generwell
- Accumap
- StackDX
- SAP
- ISC
- IRIS

Qualifications & Skills

- 5-8 years of experience in oil and gas land administration.
- Graduate of a recognized land program (preferred) or an equivalent combination of education and experience.
- Active membership in LEMAC.
- Exceptional attention to detail, with strong written and verbal communication skills.

Please submit resumes to matt.grieve@cenovus.com for review or via [Cenovus.com](https://www.cenovus.com). Thank you!