

## **Mineral Land Analyst**

Freehold Royalties is seeking a Mineral Land Analyst to join our Calgary office, reporting to the Team Lead, Mineral Land Asset Management. This role plays an integral part in supporting the administration and integrity of our mineral land portfolio across Western Canada.

The successful candidate will contribute to the day-to-day management of Crown, Freehold, and Fee Title mineral assets across Western Canada, ensuring accuracy, compliance, and timely execution of land-related obligations.

### **Key Responsibilities**

- Administer and maintain mineral lease records in CS Land for Crown, Freehold, Fee Title, and Disposal Agreements
- Coordinate monthly rentals and expiries
- Process lease continuations
- Maintain well records and calculate spacing allocations
- Set up and maintain Company's mineral interests, AFEs, and offset obligations
- Coordinate with Contract Analyst to link mineral and contract records
- Prepare and register caveats; prepare and discharge caveats
- Conduct land searches
- Respond to lessor and lessee inquiries

### **Qualifications & Experience**

- Petroleum Land Administration Certificate or an equivalent of 3 years related education and experience
- Experience with CS Explorer, GeoScout, ISC, IRIS, SPIN, ETS, and Microsoft Office
- Strong understanding of Canadian P&NG regulations relating to Crown and Freehold mineral leases
- Knowledge of fee title administration, mineral lease clauses, and obligations

### **What You Bring**

- Strong organizational skills and ability to manage competing priorities
- Clear and professional communication skills
- Ability to work both independently and collaboratively
- Sound judgment and attention to detail in a fast-paced environment

### **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.

Click to apply click here: [Mineral Land Analyst Job Posting](#)

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