



Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **Senior Mineral Land Administrator**, reporting to the Team Lead, Land. This is a **3-day a week Contract** position based out of the Calgary Corporate Office.

Key Responsibilities:

- Responsible for the setup and maintenance of all mineral lease files.
- Coordinates and prepares continuations, license validations, earnings, lease transfers and assignments.
- Administer, identify and rectify curative lease title work relating to Lessor's title interest.
- Monitor and respond to all lease obligations, including: drilling and work commitments, offset obligations, trespass notices, crown transfers, freehold assignments, registering, withdrawing and transferring caveats.
- Process and reconcile mineral lease rental payments through CS Land.
- Work with Land Staff resolving discrepancies in working interests, royalty interests, royalty terms, invoices, etc. as they relate to mineral lease administration.
- Conduct title review of mineral lease files to determine or confirm lessor royalties, spacing units and validity of mineral leases as it pertains to new drills, recompletions, work overs, abandonments and related operational activities.
- Review and identify corrective actions required to remedy mineral lease deficiencies and ensure the completion of the documentation required to remedy.

Qualifications:

- Post-secondary Certificate in Land Administration or equivalent experience
- 5-10 years of relevant mineral land administration experience
- Must possess a strong working knowledge of mineral tenure and government regulations related to both Crown and Freehold in Alberta and British Columbia

Please visit Harvest's website at harvestoperations.com to learn more about our company and to apply for this position. We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.