

Position:	Date Posted:	Closing Date:	Department:
Mineral/Contracts Land Administrator	November 8, 2018	December 1, 2018	Land
Reporting to:			Experience
VP Land	Full-Time, Permanent Calgary, AB		Minimum 7-10 years of direct land experience

Prairie Provident Resources Canada Inc. “PPR” is a Calgary-based public company engaged in the exploration and development of oil and natural gas operations primarily focused in Alberta. PPR maintains a high working interest in a well-balanced portfolio of oil and gas properties. The assets consist of attractively priced light and medium oil with associated natural gas. PPR’s areas of focus are primarily at its Wayne and Princess properties in Southern Alberta and its Evi area located in the Peace River Arch area of Northern Alberta.

PPR is seeking a Mineral/Contracts Land Administrator that will be responsible for day to day activities while assisting in the development and maintenance of the corporate land assets. Position reports to VP Land.

KEY RESPONSIBILITIES

- Input and maintenance of Crown and Freehold Mineral Leases in CS Explorer ensuring data integrity
- Co-ordinate, prepare, submit and track Crown and Freehold continuation applications, update CS Explorer as required and disseminate information to internal and external stakeholders
- Track all lease driven critical dates including offset notices, termination notices, default notices and non-productivity notices. Ensure all pertinent information is communicated to the appropriate stakeholders.
- Prepare, review and process operated and non-operated ION’s, Abandonment Notices, Change of Operatorship, ROFR’s, NOA’s and other land related documentation
- Verifying working interests and review, code and process non operated mineral lease rental invoices
- Process monthly mineral and surface rental runs from CS Explorer and reconcile with crown billings
- Prepare and submit the registration, withdrawal or transfer of mineral caveats
- Preference given to individuals with A&D experience.

EDUCATION SKILLS AND ABILITIES

- Seven (7) to ten (10) years of oil and gas land administration experience
- Graduate of a recognized Land program is preferred or an acceptable combination of education and experience
- Solid understanding of Canadian P&NG regulations, freehold mineral leases and Land contract agreements
- Strong computer skills including MS Excel, Word, Powerpoint, GeoScout and CS Explorer;
- In-depth knowledge of A&D matters, due diligence requirements, closing and post-closing management and preparation of ancillary documents
- Ability to prioritize and meet deadlines
- Excellent organizational skills with strong attention to detail
- Demonstrated ability to multitask in a fast paced work environment with a diverse group of individuals; and,
- Excellent interpersonal and communication skills (both verbal and written).

APPLICATION PROCESS

Interested applicants are invited to submit their resume to info@ppr.ca with the position title in the subject line of the email. Applications will be accepted ongoing until the right applicant fills the position.

Prairie Provident Resources (www.ppr.ca) offers competitive compensation and benefits to its employees. The successful applicant will be a highly motivated, flexible, enthusiastic and well-organized individual who enjoys being part of a fast-paced team.

We thank you in advance for your submission; however, only those selected for an interview will be contacted.