



Pine Cliff Energy Ltd. is a growing natural gas & crude oil producer in Calgary. We are seeking a Junior Mineral Land Administrator on a 3 to 6 month contract, which could lead to a full-time permanent position.

This role will be responsible for:

- Processing Monthly Mineral Rentals (Crown and Freehold)
- Responsible for receiving and coding of Invoices & JIBs (Surface and Mineral)
- Setting up and maintaining the integrity of file room and files (Mineral and Contracts)
- Updating and maintaining Mineral files in CS Explorer (including physical files), along with assisting with day-to-day administration of leases
- Assisting Mineral Land Analysts with Expiry forecasting, including reviewing all upcoming expiries for the year, working with WI partners on all joint expiries, and updating CS Explorer following final expiry decisions
- Assisting with pulling mineral titles and/or registering caveats on SPIN II
- Maintaining the Well database and Well Utilities Module in CS Explorer
- Working closely with the various departments to handle any queries in a timely manner
- Other duties as assigned

A successful candidate for this role will have:

- Minimum of 1-3 years' experience as a Land Administrator
- Completion of a Land Administration Certificate or Diploma from an accredited institution is a must
- Freehold and Crown knowledge is essential
- Should have a strong working knowledge of Word, Excel, GeoScout, CS Explorer
- Working knowledge of SPIN and ETS
- Strong computer skills; efficient and accurate word processing
- The ability to work with minimal supervision
- Ability to work in a fast paced, high volume work environment with multiple deadlines

If you are interested, please forward your resume and cover letter at careers@pinecliffenergy.com.