



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 has an immediate opening for a **Contracts Landman** reporting to the Team Lead, Contracts and Mineral Land Administration. This is a 6-month contract position based in Calgary.

Key Responsibilities:

- Responsible for the set up and maintenance of all new and existing mineral lease and contract files in CS Explorer for an assigned area and communicating changes to other departments ensuring all associated wells, contracts, mineral and surface records/files are correctly related and linked appropriately in CS Explorer;
- Identifies and monitors mineral lease and contractual obligations and timelines, advising all Stakeholders of these obligations and the resulting decisions for each;
- Assists Area Landman to prepare and distribute Harvest generated documents. Reviews, comments on and interprets all 3rd party land agreements and amendments or assignments to confirm interests, operating procedure and accounting procedure rates & elections, royalties, etc.
- Conducts a title review of contract and mineral lease files to determine or confirm royalty interests or working interests for AFE Navigator, Well Status Sheets and Wellview as it pertains to new drills, recompletions, work overs, abandonments, etc. and identifies curative actions required to remedy contract and mineral lease deficiencies;
- Works closely with and provides backup for staff in Contract and Mineral Admin group;
- Researches internal and 3rd party queries relating to mineral leases, wells and contracts and works closely with A&D in the preparation and execution of their disposition and acquisition deals and/or packages, as required;
- Types and processes cheque requests through ADP and codes invoices and forwards invoices to Accounting through ADP;
- Other duties or projects as assigned by Team Lead, Contracts and Mineral Land Administration.

Qualifications:

- At least 5 years' experience of each of contract and mineral lease administration;
- Excellent organizational, communication, team work and problem solving skills;
- Excellent analytical skills, high level of accuracy and attention to detail are essential;
- Ability to manage multiple priorities, meet critical timelines, work independently & with more than one team;
- Comprehensive knowledge of government regulations and directives, contract law, contract drafting and contract, mineral lease and joint venture administration;
- Working knowledge of Microsoft Office applications (Word, Excel), land or related applications, specifically CS Explorer, GeoScout, Enerlink and AFE Navigator.

Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

***Please reference "Job Posting - #10096 – Contracts Landman" in the subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.