



Surface Land Administrator – Overview

Canlin Energy Corporation, a private mid-sized oil and gas producer, is seeking a fully qualified and talented Surface Land Administrator to join its team on a full-time basis. The ideal candidate will be detailed orientated, highly organized, have a positive attitude and has the ability to work in a multifaceted surface land role and will provide superior quality surface land administration and analytical support to the business.

Location: Calgary AB

Surface Land Administrator – The Role

- Coordinate, prepare, issue, review and/or audit surface land documents/packages
- Coordinate and execute Monthly Surface Rentals and Road Use Billings
- Analysis of surface, road use and third-party agreements
- Create and generate surface and third-party land reports
- Prepare, track and communicate status updates for acquisitions, rental reviews, operational activities and other surface land and stakeholder matters
- Responsible for the timely and accurate data entry of all surface land data in CGI Landman.
- Prepare, issue and acquire third party consents
- Prepare and register land titles documentation
- Prepare and register Crown and Freehold documentation
- Verify and code invoices for third party surface land invoices and service invoices
- Provide recommendations for improvement of surface land procedures and actions to implement same
- Provide direct support for acquisitions and divestiture activities

Surface Land Administrator – The Person

- 5+ years of hands on surface land experience required
- Experience working in British Columbia and Alberta jurisdictions required
- Strong working knowledge of Alberta and British Columbia Regulations and associated administration processes; First Nations consultation process and Indian Oil and Gas Canada
- Hands on experience with Alberta and B.C. titles systems and associated administration processes
- Experience using CGI Landman and Abadata is desirable
- Excellent working knowledge of MS Word and Excel
- Excellent interpersonal & communication skills
- Excellent analytical skills
- Relevant Degree/Diploma or Certificate in a recognized Land and/or Energy Asset Management program
- Proven analytical and problem-solving skills

- Self-starter who can work independently and manage competing priorities
- Takes initiative to create positive change and brings forward new ideas and initiatives

Surface Land Administrator – The Company

Canlin Energy Corporation is a privately held, long reserve life, natural gas weighted producer in the Western Canadian Sedimentary Basin. Our E&P business produces over 40,000 boe per day from predominantly operated wells, infrastructure and facilities. Canlin's key priorities are running a safe and sustainable business, focusing our portfolio, improving productivity, generating value from our midstream assets and investing for growth and value.

Please visit us at www.canlinenergy.com to learn more about our operations.

TO APPLY: Please send your cover letter and resume to Canada.Recruitment@canlinenergy.com