



Position:	Manager, Land Administration
Reports To:	VP Land
Apply To:	humanresources@prairiesky.com
Location:	Calgary
Posting Date:	March 16, 2017
Closing Date:	April 7, 2017

Company Profile

PrairieSky Royalty holds the largest independently-owned portfolio of fee simple mineral title and other oil and gas royalty interests in Canada.

PrairieSky Royalty encourages third parties to actively develop its properties, while strategically seeking additional petroleum and natural gas assets that provide it with medium-term to long-term value enhancement potential.

The company is located in Calgary, Alberta, and trades on the TSX under "PSK".

The Position

PrairieSky has an exciting opportunity for a highly motivated Manager, Land Administration. Reporting to the VP Land, the successful candidate will provide leadership and land record and system administration expertise to the land team. They will be responsible for the efficiency and effectiveness of work flow and communication within their group and across the Company.

We are looking for a results-oriented candidate who can successfully lead and develop a high-performance team while strengthening internal processes.

Responsibilities

- Evaluate and improve internal land record administration processes.
- Provide supervision and mentorship to all land administration staff and ensure they are achieving high levels of performance.
- Allocate workload and manage priorities of staff.
- Effectively manage a large and dynamic land records system to ensure accuracy and completeness of PSK records.
- Coordinate and oversee the integration of land records, conveyance document handling and processing for acquisitions.

Qualifications

- A minimum of 15 years' experience related to mineral land records and system management is required, previous experience in a leadership role is an asset.
- Expertise in land computer systems is essential.
- A minimum of a BComm degree or equivalent with expert knowledge of land contract principles, oil and gas operations, fee title, and royalty business is required.
- Demonstrates solid leadership when managing and mentoring staff, ensuring the highest level of professionalism and ethics are exercised in all business dealings.
- High attention to detail when reviewing and analyzing land records and agreements, generating reports and establishing land administration protocols.
- Results-oriented and analytical with the ability to improve processes, aid staff in problem-solving and make effective decisions in regards to business matters.
- Strong oral and written communication skills.

**If interested in this position, please forward a copy of your resume to:
humanresources@prairiesky.com.**