

Position:	Lease Compliance Administrator, Consultant
Reports To:	Manager, Land Compliance
Apply To:	Human Resources: humanresources@prairiesky.com
Location:	Calgary
Posting Date:	March 6, 2018
Closing Date:	March 20, 2018

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 Lease Compliance Administrator. This position will play an important role in researching and issuing notices to lessees to add value through new and resumed production, surrendered land, and royalty recovery.

The successful candidate will have strong communication skills and the ability to work in an interdisciplinary team environment that provides an opportunity to gain expertise in fee land tenure and knowledge in the lease compliance discipline.

This is a 6-month contract position with potential for a longer-term opportunity for the right candidate.

Responsibilities

- Research and issue notices to lessees including Terminations, Reversions, Non Routine Continuations, Expiries, Defaults and Well Abandonment.
- Update, validate, and maintain accurate data in Land System.
- Monitor well production in public data for leased lands and run well non-production reports to analyze for termination candidates.
- Review and process Fee lease continuations and expiries.
- Analyze chain of title for lease assignments and conduct Caveat research and removal.
- Liaise with various internal departments, including Royalty Compliance for royalty recoveries.

Qualifications

- Minimum 5 years' related mineral and fee land experience.
- Experienced user of both LandRite and Accumap.
- Possess a solid understanding of fee title ownership with the ability to interpret mineral leases and complete correct corrective work on existing agreements.
- Working knowledge of royalty (freehold and overriding royalty) and land agreements (mineral leases, farmouts, etc.) would be an asset.
- Excellent analytical skills and the ability to multi-task in a fast-paced environment and deliver quality results.
- Capacity to be a dedicated team player with strong communication skills to work jointly with multiple disciplines.
- Experience across the Western Canadian Sedimentary Basin (BC, AB, and SK) is considered a valuable asset.
- Possess a Petroleum Land Administration Certificate or equivalent.

Please forward a copy of your cover letter and resume to humanresources@prairiesky.com