

<b>Position:</b>	Land Compliance, Contract Administrator
<b>Reports To:</b>	Manager, Land Compliance
<b>Apply To:</b>	Human Resources: <a href="mailto:humanresources@prairiesky.com">humanresources@prairiesky.com</a>
<b>Location:</b>	Calgary
<b>Posting Date:</b>	March 1, 2019
<b>Closing Date:</b>	March 17, 2019

### 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’s Land Compliance Team has an exciting opportunity for a highly motivated contract administrator. This position will play an important role in the day-to-day administration of royalty contracts.

The successful candidate will have strong communication skills, superior attention to detail, the ability to prioritize work and meet deadlines. This position provides an opportunity to gain expertise in the land compliance discipline.

This is a 6-month term position.

### Responsibilities

- Process Crown and Freehold lease terminations and continuations related to royalty contracts.
- Review expiry reports and confirm expired contract lands.
- Process Notices of Assignment and Assignment documentation.
- Complete title review and remedy deficiencies on land files as required.
- Prepare routine correspondence and process standard amending agreements.
- Update, validate, and maintain accurate data in land system.
- Liaise with various internal departments.

### Qualifications

- Minimum 5 years’ related mineral and fee land experience.
- Possess a solid understanding of mineral land contracts.
- Capacity to be both a cooperative team member and a self-starter.
- Strong computer skills including Word, Excel and Accumap. LandRite expertise would be beneficial.
- Excellent organization skills and the ability to multi-task in a fast-paced environment.
- Experience across the Western Canadian Sedimentary Basin (BC, AB, and SK) is considered an asset.
- Graduate from a recognized land program preferred or an acceptable combination of education and experience.

Please forward a copy of your cover letter and resume to [humanresources@prairiesky.com](mailto:humanresources@prairiesky.com)