



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 **Surface Land Administrator** reporting to the Supervisor, Surface Land. This is a part-time 6-month contract position based in Calgary.

**Key Responsibilities:**

- Maintenance and administration of existing locations;
- Monthly Rental Calendar and Surface Land Obligation review;
- Fulfill Business Associate requests (new, updates);
- Process Assignment of Freehold Surface Leases;
- Process Consent to register legal survey plans;
- Clean-up of outstanding projects;
- Process project terminations as per D56;
- Manage British Columbia documents;
- Reviewing eNotes to ensure all updates have been reflected in the surface lease files;
- Assist and possible back-up of Third Party and Road Use desk;
- Other duties as assigned by the Supervisor, Surface Land

**Qualifications:**

- Petroleum Land Certificate or equivalent experience;
- Minimum 5-7 years' of oil and gas related experience;
- Must be fully versed in government oil and gas regulations as they pertain to lands and wells in Alberta and British Columbia, specifically AER Directive 56 and BC OGC;
- Excellent computer skills, including CS Explorer, AbaData 2.0, MS Office, and experience with Pandell (Projects, Roads and Crossings) would be an asset.
- Ability to handle multiple tasks and efficiently prioritize work to meet deadlines;
- Excellent analytical and organizational skills;
- Ability to interpret and analyze all lease agreements and documents;
- High level of accuracy and attention to detail;
- Excellent communication, interpersonal, teamwork and problem solving skills

Please visit Harvest's website at [www.harvestenergy.ca](http://www.harvestenergy.ca) to learn more about our company.

Please send your resume and cover letter to:

Email: [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)

**\*Please reference "Job Posting - #10097 – Surface Land Administrator" in the subject of your email.**

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