



Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil, 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 is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **Joint Venture Contracts Analyst, A&D (Contractor)**, reporting to the Manager Marketing & Joint Ventures and to Manager, A&D Planning and Implementation. This is a contract consulting position with responsibilities divided between our Acquisitions & Divestitures department and our Joint Ventures department.

**Responsibilities:**

- Document new business requirements in a timely manner – collaborate with the Joint Venture Representatives to ensure accurate research and documentation is in place for business arrangements and decisions;
- Align work expectations and performance management with Representative (s) and related stake holders;
- Ensure agreements' data compliance and verification for all types of joint venture agreements including the alignment of agreements' relationships in CS Explorer;
- Timely respond to accounting queries as assigned;
- Verify and process non-operated mail ballots and AFEs for internal approval (as directed) including tracking due dates to ensure internal approval is received and mail ballots are returned to Operator by the due date.
- Amendments to existing operated agreements and verify non-operated agreements' exhibit changes;
- Handle name change and amalgamations;
- Compiling and analyzing data for operating forecasts (as directed);
- Assist in the development and implementation of joint venture work processes;
- Verify overhead rates as per terms of operating agreements;
- Ensure documentation for data retention is aligned to Joint Venture Central File work processes and filed in a timely manner;
- Responsible for property profile review, implementation and upgrades as it relates to properties to be divested;
- Responsible for A&D data verifications and compliance requirements;
- Assist in compiling and reviewing data for A & D activities, including, but not limited to, Joint Venture Agreement lists, Facility ROFR lists, and Master Facility lists.
- Ensure Joint Venture information is kept up to date with changes that occur through the divestiture process;
- Prepare and verify ROFR and closing documents including, but not limited to, ROFRs, Change of Operator Mail Ballots, CO&O Ownership Exhibits, Assignments and Consent Letters;
- Review and address all post-closing matters as required.
- Other responsibilities as assigned by Joint Venture Representative, Marketing & Joint Venture Manager or Manager, A&D Planning and Implementation.

**Qualifications:**

- Minimum of 10 years joint venture oil and gas related experience.
- Comprehensive knowledge of Joint Venture A&D protocol and documentation.
- Business Administration or Business Management Degree or related joint venture certificate.

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:

Harvest Operations Corp.  
Email: [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)  
Fax: 403-263-9150  
1500, 700 – 2<sup>nd</sup> Street S.W  
Calgary, AB T2P 2W1

**Please reference “Job Posting - #10121 – Joint Venture Contracts Analyst, A&D (Contractor)” in the subject of your email**

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