



Harvest Operations Corp. is one of Canada's largest energy companies offering exposure to upstream oil and natural gas production and downstream refining and marketing 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 **Joint venture Contracts Analyst** reporting to the Manager, Marketing & Joint Ventures. This is a permanent full time position in our Joint Venture department.

Key Responsibilities:

- Document new business requirements – collaborate with the Joint Venture Representatives and the Joint Venture Contracts Administrator to ensure accurate research and documentation is in place for business arrangements and decisions;
- Compiling and analyzing data operating forecast;
- Align work expectations and performance management with Representative (s) and related stake holders;
- Prepare new agreements in conjunction with business negotiations;
- Amendments to existing agreements;
- Ensure agreements data compliance for all types of joint venture agreements;
- Collaborate with Joint Venture Representative to ensure all business transactions are documented and completed in the required time frame;
- Ensure agreements data verification including the alignment of agreements relationships in CS Explorer;
- Timely respond to accounting queries as assigned;
- Verify mail ballots and AFE (as directed);
- Drafting mail ballot motions (as directed);
- Verify agreements exhibit changes;
- Responsible for property profile review, implementation and upgrades;
- Responsible for data capture and remarks in CS Explorer (as directed);
- Drafting operated construction, ownership and operation agreements and issue to working interest owners for comments and approval;
- Review non-operated construction, ownership and operation agreements and provide comments to operator in collaboration with Joint Venture Representative;
- Responsible for A&D data verifications and compliance requirements;
- Handle name change and amalgamation;
- Assist in the development and implementation of joint venture work processes;
- Verify overhead rates as per terms of the operating agreement;
- Ensure documentation for data retention is aligned to Joint Venture Central File work processes and filed in a timely manner;
- Data verification and distribution and implementation of gold sheet work processes;
- Other responsibilities as assigned by Joint Venture Representative or Marketing & Joint Venture Manager.
- Assist in compiling and reviewing data for A & D activities

Qualifications:

- Minimum of 5 years joint venture oil and gas related experience.
- Business Administration or Business Management Degree or related joint venture certificate from Mount Royal University or Certificate from SAIT.
- Able to work within a team environment.



Please visit the Harvest Energy website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

***Please reference "Job Posting - #10018 – Joint Venture Contracts Analyst" in the subject of your email.**

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