

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 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 **Senior Mineral Land Analyst**, reporting to the Acting VP, Strategy and A&D. This is a temporary/contract position based out of the Calgary corporate office.

Key Responsibilities:

Acquisitions:

- Acquire list and confirm acquisition details (ie: does it include abandon wells, is this a white map deal or specific wells);
- Review GeoScout ensure the Asset lists are as complete and accurate as possible;
- Conduct searches on the title documents being acquired (both Crown & Freehold). Advise Negotiator what (if anything) is registered against the title;
- Due Diligence (using due diligence review form) including lease file review from Vendor to confirm assets being acquired, note any deficiencies and advise Negotiator/Supervisor;
- When specific conveyances received from Vendor, confirm accuracy of documents being conveyed, from notes taken during file review;
- After closing, accept or registration of Transfers or Assignments of Freehold Leases, Transfers of Caveats, Third Party Notices, Transfers of Crown Leases (electronic or paper depending on Province);
- Confirm lease files when received;
- Set up lease files in accordance with Harvest base business processes;
- If any Trust Agreements are on lease file, pass to Contracts Landman, A&D for set up;
- On Freehold, ensure Caveats are registered in Harvest name, if no caveat was transferred, prepare and register, as required;
- Accurate data entry of lease files in CS Explorer, ensure linked to correct agreements;
- Identify any missing data and resolve as required;
- Confirm all transfers/assignments registered and copies on both the lease file and the Closing Book (including copies of all electronic transfers from governmental agencies);
- Deal with any post-closing matters that may arise;
- Transfer files to base business when file set up and linked in CS;

Disposition Area Review:

- Obtain map of disposition area with area coordinates;
- Confirm disposition details (ie: does it include abandon wells, is this a white map deal or specific wells);
- Confirm mineral lease files, including subs are accurately reflected in CS Project, advise Contracts Landman, A&D of any discrepancies to be resolved within area parameters; Analyze mineral leases, titles and documents and resolve any deficiencies; ensure caveats are registered on title in order to transfer;
- Update CS Explorer as required to ensure that file is set up accurately for disposition document system (Landscape);
- Confirm area review completed for mineral by updating tracking sheet;

Divestitures:

- Confirm disposition details (ie: does it include abandon wells, is this a white map deal or specific wells);
- Use project in CS to confirm mineral files for disposition. If created earlier in disposition

- review, confirm information still current, in preparation for Landscape e-docs;
- Remove all mineral files from base business and store in A&D department in preparation for Purchaser's due diligence;
- Address any deficiencies relating to mineral matters that arise as instructed and coordinated by Negotiator;
- Prepare mineral Transfers, Assignments, third party notice letters, Caveat Transfers and any other required documents for dispositions using Landscape e-docs for A&D;
- Prepare manual copies for documents where Landscape cannot be used;
- Prepare preliminary transfers where government agencies require electronic submission of transfers;
- Ensure electronic copies of all specific conveyance documents are saved under deal folder and advise Negotiator or Supervisor and closing coordinator documents are ready to be sent to Purchaser for review, prior to closing;
- Prepare mineral portions of Closing Agenda, advise closing coordinator when completed;
- Prepare electronic lists and box mineral files, forward lists to closing coordinator for deal for inclusion into transmittal of files letter;
- Prepare final copies of all specific conveyance documents relating to sale, arrange for execution of documents;
- Provide closing coordinator with final signed copies of all specific conveyances for Closing;
- After closing, submit electronic transfers for dispositions in provinces where electronic submission is applicable. Paper copies in provinces that do not have electronic submission;
- Send out all third party documents immediately after closing or within defined timeline in PSA;
- Terminate all mineral files in accordance with the A&D process for same;
- Advise base business of month rentals to be paid to;
- Original copies of all documents, third party notices, including copies of all electronic transfers from governmental agencies are added to Closing Book;
- Post-closing revisions to closing documents are to be added to Closing Book (along with original that is to remain in Closing Book);
- Complete all post-closing work relating to Mineral

Other:

- Assist in preparations for closings as required, including sorting documents as directed by Negotiator or Supervisor who is in charge of specific Closing;
- Process and / or respond to internal and external A&D queries;
- Assist with the testing of any land system upgrades;
- Develop and maintain strong relationships with internal and external stakeholders;
- Ability to provide support to Contracts Landman, A&D in course of duties; and
- Business Administrator, A&D duties as required

Qualifications:

- Petroleum Land Administration Certificate or equivalent experience
- Strong mineral background with a preference to A&D experience
- Preference given to person with some land contract exposure and willingness to increase knowledge and experience in this area
- Professional Development to ensure regulatory, mineral and A&D skills are kept up to date
- Knowledge of industry land practices and procedures
- Understanding of provincial regulations for Alberta and BC
- Understanding of Harvest Land and A&D processes and procedures
- CS Explorer (incl CS Projects)
- GeoScout



- Microsoft Office applications (Outlook, Word, Excel, Access)
- Landscape (A&D disposition e-docs)
- E-notes
- Spin II, ETS, and other government systems for electronic transfer of mineral documents
- Ability to handle multiple projects in order to meet deadlines
- Effective problem solving and analytical skills
- High level of accuracy and attention to detail
- Excellent communication, interpersonal and organizational skills
- Must be able to physically move files
- Ability to work independently and as part of a team
- Be willing and able to provide support to other members of A&D as required
- Strong work ethic with a desire to excel in a demanding environment

Please visit Harvest's 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 – 10342 – Senior Mineral Land Analyst" in subject of your email.**

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