

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 Contracts Analyst**, reporting to the Team Lead, Land. This is a contract position based out of the Calgary corporate office.

Key Responsibilities:

- Assist Team Lead, Land in reviewing status of contracts and wells upon receiving Notice of Third Parties dissolving, shutting down operations, going into CCAA protection, bankruptcy and receivership, to determine if Harvest needs to consider declaring this partner as a Delinquent Party to update our land records by adding a delinquent party division of interest to provide for Accounting to distribute any unpaid costs to the remaining joint interest owners;
- Assists with the testing of Land System upgrades;
- Works with the Team Lead, Land, analyzes and drafts formal agreements in all areas of the company utilizing Harvest and Industry standard/precedent forms and/or practices;
- Updates existing contracts and enters new contract data into CS Explorer to maintain the land records, identifies earning and monitors contractual obligations such as rights of first refusals, independent operations notices, penalty & payout notices, abandonment notices, AFE's and Cash Calls, etc. while tracking timelines to ensure deadlines are met. Advises Team Lead, Land, Operational Teams and Accounting Groups of these obligations and the resulting decisions for each;
- Interpret contracts to confirm interests, operating procedure & accounting rates & elections, royalties, etc. and ensures that contracts and associated wells are correctly linked/related to leases and related contracts;
- Reviews and comments on all third party formal agreements into which Harvest may enter;
- Conduct a title review of contract files to determine or confirm royalty interests or working interests for Acurna Execute as it pertains to new drills, recompletions, work overs, abandonments, etc.;
- Reviews and identifies curative actions required to remedy contract and mineral lease deficiencies and ensures the completion of the documentation required to remedy deficiencies;
- Prepares and distributes Harvest generated documents and reviews and processes third party A&N's, NOA's, Assignments, Change of Operator/Challenge of Operator requesting revisions as required, updating CS Explorer and communicating changes to other departments;
- Processes and completes well status sheets ensuring well data and linking is correct in CS;
- Works closely with Land Staff and Legal Department on critical matters relating to contracts and mineral leases and will be required to assist on more complex files;
- Research internal and 3rd Party queries relating to contracts;
- Has a good working knowledge of the government regulations;
- Participates in creation and review of precedent documents and procedures;
- Provides representation on industry committees and/or internal projects as desired or required;
- Other duties or projects as assigned by Team Lead, Land

Qualifications:

- Petroleum Land Certificate or equivalent experience;
- 10+ years of relevant land experience with at least 5 years of contract administration and/or negotiation



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 - 10352 – Senior Contracts Analyst" in subject of your email.**

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