

About us:

Birchcliff Energy Ltd. (“**Birchcliff**”) is an intermediate oil and natural gas company based in Calgary, Alberta that is engaged in the business of exploring for, developing and producing natural gas and liquids. All of Birchcliff’s assets are located in Alberta, where it is focused on the Montney/Doig Resource Play. Birchcliff’s vision is to be an industry-leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing shareholder value over the long-term. Birchcliff has a strong record of success, built on its core belief that outstanding people, combined with a great corporate culture, creates a winning environment. We offer competitive compensation, stock options and benefits to our employees.

Birchcliff is searching for a highly motivated and dedicated Senior Mineral Land Administrator who possesses excellent organizational and time management skills, allowing for the completion of a wide variety of duties. Reporting to the Mineral Land and Joint Venture Administration Supervisor, this individual will be responsible for providing mineral land and joint venture administrative support to area Landmen and all Asset Teams, and will be performing the daily management of expiries, continuations, rentals and data integrity for Birchcliff’s entire asset base. Organizing and coordinating Acquisition and Divestiture activity will also be required while ensuring departmental and organizational goals are achieved.

Key Responsibilities:

- Ensure data integrity in Pandell LandWorks system by updating and maintaining the mineral and contract files with the administration of leases, contracts, service agreements and wells.
- Coordinate with technical teams to determine mineral lease expiries and prepare required continuation applications.
- Prepare and process both operated and non-operated Independent Operations Notices, Abandonment Notices, Notice of Assignments, Change of Operator, etc., and track obligations related thereto.
- Review and verify Mineral Land information for new drills and abandonments.
- Review and verify information on Authority for Expenditures being routed for approval.
- Review weekly drilling schedules to ensure Tenure is adhered to.
- Process monthly mineral rental payments and coordinate with the Accounting department.
- Organize and coordinate Acquisition and Divestiture activity, including drafting conveyance documents, reviewing Purchase and Sale Agreements, conducting due diligence, organizing Closings and updating files.
- Updating of PNG Land and Rights Layers in AccuMap.
- Respond to internal and external land/joint venture queries as required.
- Assist in Mineral Land and Joint Venture related projects as required.

Education, Skills and Abilities:

- Minimum 10 years of Industry experience in mineral lease and contract administration.
- Advanced knowledge in all aspects of mineral lease administration and Alberta Crown P&NG Tenure Regulations.
- Advanced understanding of contract administration with a comprehensive knowledge of oil and gas operations within the oil and gas industry.

- Strong software skills with experience in, ETS, AccuMap, Microsoft Word, and Excel. Experience with Pandell LandWorks, Aucerna and Workfront would be an asset.
- Have the ability to work effectively both independently and with a diverse group of individuals.
- Exceptional attention to detail with a high level of accuracy.
- Excellent organizational and time management skills in order to coordinate multiple priorities with strong initiative and follow-through.
- Excellent written and verbal communication skills.

Application Process

Interested applicants who meet the criteria's outlined above are invited to submit their resume to careers@birchcliffenergy.com with the description "Senior Mineral Land Administrator" in the subject line of the email.

Birchcliff thanks all applicants in advance for their submissions; however, only those applicants selected for an interview will be contacted.