



Harvest 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 acquisition program and a technical approach taken to maximize our assets.

As a dynamic and growing organization, Harvest has an immediate opening for a **Land Administrator, A&D**. This is a permanent, full time position in our Acquisitions & Divestments Land Group, and reports directly to the Manager, Land A&D.

**Duties & Responsibilities:**

- Responsible for data entry of mineral and surface lease files in CS Explorer for new acquisitions
- File review and update files for both mineral and surface leases for potential disposition
- Vendor setup requests
- Co-ordinate and prepare Lease Transfers, Assignments, Caveats and Withdrawals of Caveats
- Identify and rectify curative lease title work relating to Lessor's Title Interest
- Create and process AFE's for A&D deals
- Code invoices and forward to Accounting for payment
- Type and process cheque requests
- Process or respond to internal and external queries
- Assist with the testing of any Land System upgrades
- Assist with Land Conversions for acquisitions
- Maintain good internal and external communication
- Other duties as assigned by Manager, Land A&D

**Qualifications:**

- Petroleum Land Certificate or equivalent experience
- 3 – 7 years of oil and gas experience
- Ability to handle multiple tasks and efficiently prioritize work to meet deadlines
- Excellent analytical skills and ability to interpret and analyze all lease agreements and documents
- High level of accuracy and attention to detail
- Excellent communication, interpersonal, teamwork and problem solving skills
- Must be fully versed in government oil and gas regulations as they pertain to lands and wells for Alberta, British Columbia and Saskatchewan
- A good working knowledge of CS Explorer would be considered an asset

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package including short and long term incentive plans. We are committed to providing ongoing professional development and opportunities for career advancement. Please visit the Harvest website at [www.harvestenergy.ca](http://www.harvestenergy.ca) to learn more about our company.

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted. Please send your resume and cover letter to:

Harvest Operations Corp  
Email: [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)  
Fax: 403-263-9150  
2100, 330 – 5 Avenue SW  
Calgary, AB T2P 0L4