



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 **Corporate Land Administrator**. This is a permanent, full time position in our Corporate Land Group, and reports directly to the Manager, Land Administration & Contracts.

**Duties & Responsibilities:**

- Process, reconcile and mail annual mineral lease payments through CS Explorer, working closely with Area Land Administrators and Accounting
- Payment of ETS Alberta Auto Debit Annual Payments including manual adjustments where mineral leases are held in the name of a Broker
- BC ePayments (Direct Debit Payment Notification with the BC Gov't) for the payment of all mineral lease rentals and continuation charges either on an annual basis or on a 24 hr notice
- Payment and tracking of all Compensatory Royalties from the Crown and Third Parties on a monthly basis
- Process or respond to internal and external queries
- Code invoices and forward to Accounting for payment
- Code and reconcile invoices for certificates of title
- Type and process cheque requests
- Prepare files for SOX audit
- Distribute Land Admin Group mail
- Maintain good internal and external communication
- Review, track and distribute incoming Third Party land assignment documents
- Assist with the testing of any Land System upgrades
- Act as back up for Administrator in the Mineral Land File Room
- Act as backup for batching Accounting Notification Sheets (Green Sheets)
- Act as backup for scanning and distributing all Industry Notifications for holdings and spacing orders
- On occasion assist with scanning or photocopying
- Miscellaneous projects
- Other duties as assigned by Manager, Land Administration & Contracts

**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 and problem solving skills
- High level of accuracy and attention to detail
- Excellent communication, interpersonal, teamwork and problem solving skills
- Highly developed knowledge of Microsoft Office Suite of products (Word, Excel)
- 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 by August 27, 2010 to:

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