



Harvest Operations Corp. (Harvest) is a wholly-owned, subsidiary of Korea National Oil Corporation (KNOC). Harvest is a significant operator in Canada's energy industry offering exposure to exploration, development and production of crude oil and natural gas (Upstream), an oil sands project under construction and development in northern Alberta (BlackGold) and refining and marketing of distillate, gasoline and fuel oil (Downstream) operations.

Harvest Operations Corp is seeking a **Surface Land Administrator**. This is a full-time permanent position in our Surface Land Group, and will be reporting directly to the Supervisor, Surface Land Administration. Specific responsibilities include but are not limited to the following:

Responsibilities:

- Works collaboratively with other members of the Surface Land Team and Brokers to administer all duties relative to surface rights acquisitions including landowner payments, file set up, review of all documentation and file input into the various land data bases.
- Tracking of all new projects to ensure that payments are made as required.
- Respond to inquiries from landowners, government agencies, land companies and internal departments.
- Maintenance and administration of all existing locations.
- Clean-up of outstanding projects.
- Additional administration duties as required.
- Process or respond to internal and external queries
- Other duties as assigned by Supervisor, Surface Land Administration

Qualifications:

- Petroleum Land Certificate along with 5-7 years of oil and gas related experience
- Ability to handle multiple tasks and efficiently prioritize work to meet deadlines
- Excellent analytical and organizational skills and ability to interpret and analyze all lease agreements and documents
- High level of accuracy and attention to detail
- Preference will be given to applicants with a strong current working knowledge of the Alberta, Crown Land and Indian Oil and Gas Canada (IOGC) acquisition processes.
- Knowledge of the British Columbia Oil and Gas Commission (OGC) process would also be a benefit
- 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

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 to learn more about our company.

Please send your resume and cover letter to:

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

Resumes will be accepted until May 5, 2014. We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.