



Pine Cliff Energy Ltd. is a growing natural gas & crude oil producer in Calgary. We are seeking a Junior Land Administrator on a full-time contract basis, which could lead to a full-time permanent position.

**This role will be responsible for:**

- Processing Monthly Mineral & Surface Rentals (Crown and Freehold)
- Responsible for receiving and coding of Invoices & JIBs (Surface and Mineral)
- Maintaining the Well database and Well Utilities Module in CS Explorer
- Assisting with pulling Mineral & Surface titles and/or registering caveats on SPIN II
- Setting up and maintaining the integrity of file room and files (physical and digital)
- Assisting with day-to-day administration of Mineral and Surface leases, including, but not limited to, updating, and maintaining files in CS Explorer
- Working closely with the various departments to handle any queries in a timely manner
- Other duties as assigned

**A successful candidate for this role will have:**

- Minimum of 1-3 years' experience as a Land Administrator
- Completion of a Land Administration Certificate or Diploma from an accredited institution is a must
- Freehold and Crown knowledge is essential
- Should have a strong working knowledge of Word, Excel, GeoScout, CS Explorer
- Working knowledge of SPIN and ETS
- Strong computer skills; efficient and accurate word processing
- The ability to work with minimal supervision
- Ability to work in a fast paced, high volume work environment with multiple deadlines

If you are interested, please forward your resume and cover letter at [careers@pinecliffenergy.com](mailto:careers@pinecliffenergy.com).