



Surface Land Administrator

Cardinal Energy Ltd. is currently seeking an experienced Surface Land Administrator to join our growing team. This role involves frequent interaction with various internal departments, land brokers and stakeholders and requires someone who is highly motivated and possesses excellent communication skills. The successful candidate will have good working knowledge of the Alberta and Saskatchewan Rules, Acts and Directives and will be able to review and process documentation according to the applicable regulatory, legislative and company policies.

This permanent employee position will work out of our main office located in Calgary, Alberta and will report to the Surface Land Manager.

Roles and Responsibilities

- Maintains surface land files and updates Land systems.
- Respond to surface inquiries from land brokers, internal departments, stakeholders, lawyers and government agencies in a timely manner.
- Review and audit land packages ensuring regulatory compliance.
- Process documentation generated by the acquisitions of new surface lease agreements (i.e. initiate the cheque payable to landowner, return of third-party documents, maintain surface tracking sheet).
- Preparation of Surface Land documentation for A&D Projects and timely input and management of surface land database.
- Investigate historical/unusual land right issues with intent to resolve.
- Prepare, execute and file land title registrations ensuring accuracy and attention to detail.
- Coding and review of third-party land invoices.
- Draft and issue road use and third-party crossing/consent requests and update files accordingly.
- Manage and process invoices related to road use (takes and lets).
- Document scanning and filing as required.

Qualifications and Education Requirements

- Must have a minimum of 8+ years of industry related surface land experience working for a Land broker, or in-house.
- Demonstrates strong initiative, innovation, teamwork as well as excellent verbal and written communication skills.
- Proven ability to manage multiple tasks and prioritize various duties with accuracy and attention to detail.
- Demonstrates problem-solving skills, and strong research abilities.



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- Possesses a strong work ethic and thrives in a fast pace and dynamic work environment.

Preferred Skills

- A Petroleum Land Administration Certificate or similar is considered an asset.
- Valid Commissioners for Oaths appointment.
- Experience working in multiple Canadian Provincial Jurisdictions is not required but is considered an advantage.
- Proficient in CS Land, Microsoft Word, Excel, Alberta Energy ETS, StackDX, AbaData Maps 3.0 and/or Petro Ninja.

For more information on Cardinal Energy Ltd. please see our website at: www.cardinalenergy.ca

Interested candidates should forward their resume to: resumes2@cardinalenergy.ca or before the deadline date of July 19, 2024.

We thank you for your interest; however, only those applicants requested for an interview will be contacted.