



Position: Intermediate/Senior Surface Land Administration Consultant

Overview:

Teine Energy Ltd. (Teine) is a privately-held company in strategic partnership with Canadian Pension Plan Investments (CPP Investments). With productive assets in Alberta and Saskatchewan, we are a low-cost operator, focused on scalable, long-term profitability. At Teine, we are driven by our most important asset – our people. Our young, dynamic team thrives on industry disruption and works together to find innovative solutions to everyday challenges. Continual improvement is in our DNA. Integrity, accountability, and humility define our character and teamwork is our keystone. We are a proud employer of energy professionals and embrace Canadian’s demand for domestically produced environmentally responsible, and ethically sourced energy.

Teine Energy has an exciting opportunity to add an **Intermediate/Senior Surface Land Administration Consultant** to their Calgary office team. The primary function of this role is to provide experienced, resourceful, self-sufficient administrative support to the Surface Land Team. The successful candidate will report to the Team Lead and Surface Land Manager.

This opportunity starts as a consulting position with a six-month duration and has the potential to turn into a full-time permanent position.

Responsibilities:

- Maintenance of Saskatchewan Crown files (Leases, Renewals, Amendments, Rentals, etc.)
- Support for A&D requests involving lengthy investigations to determine actions such as transferring interest and liabilities
- Ability to coordinate all aspects related to third party and road use agreements
- Auditing records for surface acquisition activity (CS Explorer)
- Ability to review/audit land packages to ensure they are complete and accurate
- Responsible for identifying file deficiencies, research, and reconcile issues
- Ability to interpret/analyze agreements and documents
- Maintenance of monthly obligations to assure contractual obligations are being met
- Provide training and mentorship as needed

Required Qualifications:

- Minimum 5 years of Surface Land Administrative experience in Saskatchewan
- Strong computer skills and experience with CS Explorer
- Familiarity with Mapping/GIS software
- Must be a self-starter with the ability to work independently
- Ability to handle multiple tasks and efficiently prioritize work to meet deadlines
- Strong analytical and organizational skills
- High level of accuracy and attention to detail
- Strong communication, interpersonal, teamwork and problem-solving skills

Please apply online by **May 7, 2021** and submit your resume to www.teine-energy.com/careers

We appreciate the interest of all applicants, however, only those candidates to be interviewed will be contacted.