

Birchcliff Energy Ltd. ("Birchcliff") is an intermediate oil and natural gas company based in Calgary, Alberta that is engaged in the business of exploring for, developing and producing natural gas and liquids. All of Birchcliff's assets are located in Alberta, where it is focused on the Montney/Doig Resource Play. Birchcliff's vision is to be an industry-leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing shareholder value over the long-term. Birchcliff has a strong record of success, built on its core belief that outstanding people, combined with a great corporate culture, creates a winning environment. Birchcliff offers competitive compensation, stock options and benefits to its employees.

Birchcliff is seeking a dynamic and experienced Senior Surface Land Administrator to join the Operations department. Reporting to the Surface Land Administration Supervisor within a collaborative team environment, this senior role will be responsible for all elements of surface land administration.

Key Responsibilities

- Work closely with the Surface Land Administration Supervisor to ensure projects run smoothly and deadlines are met.
- Extensive A&D background as it pertains to surface land including due diligence for potential acquisitions, file reviews and updates, document preparation and post close issues.
- Advanced road use experience and knowledge of road systems, invoicing and maintenance billings, generating and maintaining road use agreements.
- Well versed in all aspects of capital project administration.
- Land title work including landowner changes and registering/discharging encumbrances on title.
- Review and audit surface land acquisition packages, 3rd party agreements and new file set up.

Required Education / Experience / Skills

- Minimum 10 to 15 years' experience in Alberta crown and freehold administration with preference given to CAPLA – CPSA (Certified Petroleum Surface Administrator) designation.
- Proficiency using CGI LandMan, MS Office Suite (Outlook, Word, Excel, Access, PowerPoint), Pandell Roads & Projects, AbaData and/or Accumap mapping programs.
- Exceptional relationship building skills with both internal and external stakeholders and the ability to mentor, work collectively and communicate effectively within a team environment.
- Comprehensive knowledge of government legislation and regulations related to the crown and freehold acquisition and maintenance processes.
- Solid understanding of regulatory, legislative and contractual requirements as well as a working knowledge of first nation consultation.
- Strong work ethic combined with demonstrated analytical and problem-solving skills.
- Excellent written and verbal communication with superior attention to detail.

Application Process

Interested applicants are invited to submit their resume to careers@birchcliffenergy.com with the term "Senior Surface Land Administrator" in the subject line of the email.

Applications will be accepted until the position is filled. We thank you in advance for your submission, however, only those selected for an interview will be contacted.