



**Crescent Point Energy Corp. is a conventional oil and natural gas company with assets strategically focused in properties comprised of high quality, long life, operated light oil and natural gas reserves in Western Canada. Crescent Point strives to create sustainable, value added growth in reserves, production and cash flow through the execution of management's integrated strategy of acquiring, exploiting and developing reserves in the Western Canada Sedimentary Basin.**

**Crescent Point is currently seeking to fill the following position:**

**Job Title:** Intermediate Mineral Land Analyst  
**Location:** Calgary, Alberta  
**Reports to:** Team Lead, Mineral Land

The following will provide you with basic guidelines as to the duties required of this position.

**Purpose:**

The primary function of the Mineral Land Analyst will be to protect data integrity of mineral leases while providing essential information to both internal and external stakeholders.

**Main Responsibilities & Activities:**

- Analyze Crown and Freehold mineral agreements and maintain related records in the contracts driven CS Explorer land system for assigned area
- Verify interests to facilitate approvals for the internal drilling requests, invoices and rentals
- Oversee lease continuations and expiries, prepare and process assignments and transfers
- Prepare license validations, groupings etc.
- Maintain lease records in land systems to verify working interests, process vendor changes and advise other departments as required
- Handle internal and external queries, partner disputes and other incoming documentation to ensure outstanding issues are resolved
- Assist with mineral rental process specifically including review rental calendar
- Provide support to area Contracts Analyst and Negotiating Landman
- Assist in training less experienced individuals
- Maintain current with industry trends and government regulations
- Special projects as required

**Knowledge, Skills & Abilities:**

- Mineral land certificate, diploma or equivalent is required
- Must have a minimum of 3 to 5 years of experience in land administration
- Possess a solid understanding of mineral lease processes and government regulations related to both Crown and Freehold land
- Excellent computer skills with proficiency in: CS Explorer, AccuMap, GeoScout Enerlink, AFE Navigator, and Microsoft Office

**Only qualified candidates of interest will be contacted**

Interested individuals should forward resume to: [hr@crescentpointenergy.com](mailto:hr@crescentpointenergy.com)