



**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:** Administrative Assistant, Mineral Land  
**Location:** Calgary, Alberta  
**Reports to:** Supervisor, Land Administration and Contracts

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

**Purpose:**

The Administrative Assistant, Mineral Land will effectively support the mineral asset management team by providing assistance and administrative support.

**Main Responsibilities & Activities:**

- Assist in monthly corporate mineral lease rental run
- Create and distribute monthly obligation reports
- Process address changes to land vendors
- Request set up of new Land vendors using the Vendor Maintenance Tool
- Assist in maintenance of land data in the CS Explorer land system (well inputs, new leases, projects, etc.)
- File copies relating to global changes to land vendors in CS Explorer
- Act as a point person for Ultimus invoice distribution
- Mineral Land related invoice coding
- Verify interests and code governmental agency and broker invoices for Mineral Land related costs
- Submit cheque requests for various mineral land related costs
- Manage various land title accounts (ISC, Manitoba Land Titles, Spin)
- Manage CAPLA and CAPL accounts and course registrations for mineral land and contracts
- Maintenance of the land tab on the corporate intranet site (the Point)
- Administrative support to Manager and Supervisor of land administration and contracts group
- Special projects as required

**Knowledge, Skills & Abilities:**

- Must be enrolled in or fully completed with the Land Administration Certificate program
- 1 to 2 years of administration experience is required
- Must possess strong interpersonal skills
- An understanding of mineral tenure and government regulations related to both Crown and freehold land would be considered an asset
- Strong computer skills with proficiency in: Microsoft Office, CS Explorer, AccuMap, Enerlink, AFE Navigator, Ultimus and Geoscout is an asset

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

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