



Crew Energy Inc. is a growth-oriented natural gas weighted producer, pursuing sustainable growth through a balanced mix of financially and socially responsible development and production. Our operations are primarily focused in the vast Montney resource, situated in northeast British Columbia, and include a large contiguous land base.

Crew Energy is looking for an **Intermediate Surface Land Administrator** to fill an upcoming year-long contract (approximately May 2023-May 2024). This position is based out of our head office in downtown Calgary, Alberta.

Responsibilities Include:

- Complete monthly rental runs, review and handle all associated obligations
- Review expiry reports, communicate with all departments, and coordinate extensions where required
- Draft, review, and maintain road use and third-party agreements
- Land Title registrations
- Analyze, code, and approve surface lease and road use invoices, including the coordination of payment with our accounting group
- Input, maintain, and administer records within the P2 Qbyte CS Land system and maintenance of digital surface files
- Work on assigned projects within the team or independently

Desirables:

- 5+ years' work experience in Surface Land Administration, with a focus in British Columbia
- Knowledge of all aspects of BC Land Administration; including surface land procedures, documentation, regulatory requirements, and third-party consents
- Proficiency in P2 Qbyte CS Land, MS Word, MS Excel, and Accumap are required
- Strong organizational and communication skills, coupled with the ability to multi-task
- Demonstrates initiation, innovation, teamwork, and attention to detail
- Strategic thinking, displaying exemplary analytical and problem-solving skills, and the capacity to identify information and resources required to complete tasks
- Ability to work both independently and collaboratively in a fast-paced environment

Qualified applications are asked to submit their cover letter and resume to crew.careers@crewenergy.com.

Thank you very much in advance to all interested applicants; however, only those selected for an interview will be contacted.