



Openings	1
Location Name	Corporate Office Calgary, Alberta, CA
Date Posted	March 25, 2021
Profession	Surface Land Administrator / Landman
Experience Level(s)	Minimum 8 years' experience
Job Type	Full Time position

Position Summary

Gear Energy is a public junior oil and gas exploration and production company with oil production in East Alberta and West/Southeast Saskatchewan that trades under the symbol GXE on the Toronto Stock Exchange. Our strategy for success includes organic growth for which we currently hold a multi-year inventory of repeatable prospects, secondary recovery projects, opportunistic acquisitions, as well as a calculated approach to low risk exploration. Decision making at Gear is value based, analytical, and collaborative. Gear currently has 17 full time permanent employees in the Calgary Office. We have ambitious growth plans and are seeking more outstanding individuals to join the team.

We are currently seeking an individual with Surface Land Administrative / Landman experience to add to our department's capability. This position reports to the Vice President, Operations.

MAJOR RESPONSIBILITIES:

- Work in a team environment to ensure a timely well executed capital program
- Coordinate annual surface rental reduction program
- Dealing directly with landowners on issues that arise from our capital programs and day to day operations
- Liaison with Contract Field Landman and preparation of surface acquisition documents, Environmental and Historical as required
- Review land packages to ensure they are complete and all documents and crossings, etc. received are executed
- Set up and maintenance of all surface information in CS Explorer
- Set up and maintenance of all Surface and Easement Files, Road Use Agreements and Master Crossing Agreements in CS Explorer Land Database
- Preparation and running of Surface and Mineral Lease Rentals; Road Use Invoices
- Registration/Discharge of Caveats in Spin 2
- Freehold Title Searches – Spin 2 / ISC; Crown Titles Searches – ETS
- Request Permission to Survey – RTD

QUALIFICATIONS:

- A minimum of 8 years of Surface Land Administrative experience in Alberta and Saskatchewan
- Demonstrated motivation, excellent communication, and analytical skills to bring leadership to a multi-disciplined team
- Strong organizational and time management skills
- JV experience would be an asset
- Pandell Suite experience would be an asset

Applications can be submitted to info@gearenergy.com