

# Land Transaction Contract Analyst

 Calgary

 Posting Date: April 30, 2024

 Closing Date: May 14, 2024

## COMPANY PROFILE

PrairieSky Royalty holds the largest independently owned portfolio of fee simple mineral title and other oil and gas royalty interests in Canada. PrairieSky Royalty encourages third parties to actively develop its properties, while strategically seeking additional petroleum and natural gas assets that provide it with medium-term to long-term value enhancement potential. The company is located in Calgary, Alberta, and trades on the TSX under the symbol "PSK".

PrairieSky is committed to operating in an economically, socially, and environmentally sustainable manner. We are recognized as a leader in ESG across all industries by Sustainalytics Company ESG Risk Ratings, ranked in the top 1% across all industries in Sustainalytics' Global coverage universe and #1 in the world among global oil and gas producers.

Our core values of honesty, integrity and respect are the foundation of how we conduct business. PrairieSky is committed to providing employees with challenging work and competitive compensation, a safe and inclusive work environment, and opportunities for development and career growth. PrairieSky is an equal opportunity employer that celebrates diversity and recognizes the importance of building a team that embraces a variety of ideas, experiences, and backgrounds.

## WHAT PRAIRIESKY OFFERS

- › Competitive compensation and annual allowance.
- › A premier group savings plan with substantial employer matching.
- › Attractive benefits program, including a Health Spending Account and an Employee Assistance Program with enhanced mental health support.
- › Policies focused on supporting work-life balance, including flexible work hours, a generous office closure calendar, and vacation allotment.
- › Eligibility for annual short-term and long-term incentive programs aimed to recognize and reward performance.
- › Education and professional development support.

## POSITION

PrairieSky has an exciting opportunity for a highly motivated and experienced Land Transactions Analyst with a focus on contracts. The successful candidate will be responsible for the drafting and interpretation of contracts, obligation management, A&D post-close work, and maintaining accurate data in PrairieSky's land and royalty systems.

## **RESPONSIBILITIES**

- › Draft contractual lease issuance and related agreements (e.g. royalty, seismic data licenses and service well agreements) to support leasing activity.
- › Close leasing transactional deals, arrange document execution and distribution, ensure bonus and rentals are collected and set-up agreements in the land system.
- › Manage and monitor contractual obligations (e.g. earnings, options, required follow-up) and accurately analyze and update contract and well data in land system.
- › Coordinate with Land Transaction Administrator regarding required lease issuance and input generated from contractual agreements.
- › Complete project, acquisition and leasing work including post-close land A&D work.
- › Respond to internal and external queries regarding transactional agreements.

## **QUALIFICATIONS**

- › Minimum of 5 years related Contract Administration experience combined with knowledge in mineral land A&D.
- › Expertise in drafting and interpretation of royalty provisions in contracts and leases is essential.
- › Comprehensive understanding of mineral fee simple title and related PNG leases.
- › Superior analytical skills and high attention to detail.
- › Solid experience across the Western Canadian Sedimentary Basin (BC, AB, and SK) including well spacing regulations and production allocation practices.
- › Working knowledge of LandRite and AccuMap would be an asset.
- › Required Microsoft skills include Word, Excel, Teams, and SharePoint.
- › Excellent organizational and communication skills.

**If interested in this position, please forward a copy of your resume and cover letter to:  
humanresources@prairiesky.com.**