



Lease Administrator (London, Ontario)

Dundee Energy Limited is a Canadian-based company whose common shares currently trade on the Toronto Stock Exchange under the symbol "DEN" (formerly "EUG"). The Corporation is focused on creating long-term value for its shareholders through the development and acquisition of high-impact energy projects. Dundee Energy holds interests, both directly and indirectly, in the largest accumulation of producing oil and gas assets in Ontario, through its wholly owned subsidiary Dundee Energy Limited Partnership, in the development of an offshore underground natural gas storage facility in Spain and, through a preferred share investment, in certain exploration and evaluation programs for oil and natural gas offshore of Tunisia.

A Wealth of Opportunity awaits you at Dundee Energy Limited Partnership

You will have the opportunity to...

- Work independently as well as part of the Land Administration team

Key Responsibilities:

- Input and maintenance of data for freehold mineral leases with designated budget entities;
- Prepare reports for upcoming land expiries;
- Address internal and external land related queries;
- Analyze mineral leases and documents for title deficiencies;
- Prepare documents for registration in land titles;
- Lease transfers/assignments; and
- Liaise with lessor and internal departments.

Skills and Experience:

- Extensive experience in oil & gas lease administration;
- Sound knowledge of mineral and surface land administration;
- A degree or certificate from an accredited institution in lease administration would be an asset;
- Ability to work independently with minimal supervision;
- Good communication skills, both verbal and written;
- Excellent computer skills with proficiency in Microsoft Office Suite;
- Working knowledge of CGI Landman system would be an asset;
- Team player with strong analytical and organizational skills;
- Excellent interpersonal skills;
- Flexible and adaptable with a positive attitude towards a high volume of work with multiple deadlines;
- Strong attention to detail and focused on accuracy; and
- Ability to multi-task, prioritize work and meet deadlines

As the successful candidate you will have the opportunity to:

- Be rewarded with our highly competitive compensation package which includes, but is not limited to, a competitive base salary, discretionary bonus, 100% employer paid benefits coverage, and generous employer-matched RSP and Employee Share Purchase Plans.

To apply, please visit our Careers section at www.workingatwealth.com or submit your resume and cover letter directly to Puja Bablani, Corporate Recruiter at pbablani@dynamic.ca.