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## SR. MINERAL LAND ADMINISTRATOR

<b>Job Type</b>	Permanent – Full-Time – Non-Unionized
<b>Work Schedule</b>	Hybrid
<b>Reporting To</b>	Manager, Land
<b>Location</b>	Calgary

### Company Profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta, focused on the exploration, extraction, and processing of natural gas. The Company is a significant upstream producer and midstream custom processor of natural gas, NGLs, condensate and sulphur from Western Canada. We employ approximately 300 people across our operating locations and Calgary head office and are an inclusive, diverse team with meaningful challenges and opportunities for learning and career growth.

### The Opportunity

We are looking for a Sr. Mineral Land Administrator to join our Land Team. In this role, you will be a key contributor to the effective stewardship of Cavvy's mineral land base. You will be responsible for the full lifecycle of mineral land administration across both operated and non-operated assets, ensuring regulatory compliance, accurate mineral records, risk mitigation, and timely execution of mineral-related documentation. You will collaborate with internal stakeholders, partners, freehold owners, and regulatory bodies and play a vital role in supporting development planning, operations, commercial activities, and asset evaluations.

### Key Responsibilities

#### Mineral Land Administration

- Manage the full lifecycle of mineral rights, including Crown and freehold mineral agreements.
- Maintain mineral title, continuations, expiries, and tenure obligations.
- Prepare and process mineral documentation (leases, continuations, transfers, notices including NOAs, IONs, ROFRs).
- Maintain accurate mineral data in CS Land, Optix, and related systems.

## Regulatory Compliance & Documentation

- Support compliance with provincial regulatory frameworks (AER, BCER, MERN).
- Prepare documentation for mineral applications, tenure reviews, and reserve evaluations.
- Track regulatory deadlines and ensure audit-ready documentation.

## Stakeholder Engagement & Communication

- Communicate with partners, freeholders, JV representatives, and external stakeholders.
- Support internal teams (Land, Accounting, JV, Operations, Reservoir) with mineral information.
- Respond to inquiries and prepare clear, professional correspondence and reports.

## Risk Mitigation & Project Support

- Identify and escalate mineral-related risks (expiry, discrepancies, conflicts).
- Support development planning with mineral ownership and expiry data.
- Provide mineral input for AFEs, acquisitions, divestitures, and asset reviews.

## Rentals & Financial Administration

- Run and track monthly mineral rentals.
- Work with Accounting to resolve royalty discrepancies and partner billing issues.
- Track obligations, expiries, payments, and lease schedules.

# Qualifications & Experience

## Education & Experience

- Diploma in Energy Asset Management or Surface Land Management preferred.
- 7+ years of mineral land administration experience within the oil & gas industry, including experience with Crown and freehold mineral rights.

## Essential Skills

- Advanced proficiency in MS Office Suite, CS Land, ETS, and GeoScout.
- Highly organized; able to manage multiple priorities with accuracy.
- Strong initiative, problem-solving, and decision-making abilities.
- Excellent communication and relationship-building skills.

## Why Join Us?

This is a great opportunity to deepen your technical expertise in mineral land administration, take ownership of meaningful and complex land files, and contribute directly to the success of a collaborative, high-performing team where your work has a clear impact on Cavvy's operations and long-term asset value.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process. **To apply please send resume to [HR@cavvyenergy.com](mailto:HR@cavvyenergy.com)**