

Mineral Land – Summer Student

Position Title:

Mineral Land – Summer Student

Job Type:

4 Month Term

Reporting to:

Manager, Land

Location:

Calgary

Company profile

Pieridae is a Canadian energy company headquartered in Calgary, Alberta. Through several corporate and asset acquisitions the Company has grown into a significant upstream and midstream producer with assets concentrated in the Canadian Foothills, producing conventional natural gas, NGLs, condensate and sulphur.

Management is excited about Pieridae’s opportunities and prospects within our existing asset base in the Canadian Foothills; during the past year Pieridae has strategically refocused on sustaining and growing its upstream exploration and production (“E&P”) and midstream business. Our objective is to continue Pieridae’s pivot toward growing a sustainable and profitable conventional Foothills oil and natural gas business while continuing to explore opportunities to diversify market access for the products we produce.

Position summary

The Mineral Land Summer Student will provide critical administrative support to the Land and Joint Ventures team. You will have the chance to showcase your excellent research and organizational skills, and the opportunity to collaborate with various stakeholders.

Key responsibilities

- Maintain accurate and up-to-date land records.
- Willingness to take on various land tasks as required.
- Works closely with Senior Contract Analyst and JV Representative.
- Maintain accurate and up-to-date lease records and databases.
- Eagerness to learn, ethically motivated and results driven.
- Prepare and format reports for clients.
- Type and proofread correspondence, forms and other documents.
- Photocopy and collate documents for distribution, mailing and filing.
- Excellent verbal and written communication skills.
- Additional administrative duties as required.

Education and work experience

- 0 to 5 years of Land Administration experience.
- Enrolled in post-secondary education in Land Administration is preferred, but not required.
- Eagerness to learn, ethically motivated and results driven.
- Excellent computer skills.
- Excellent organizational and record-keeping skills.
- Strong analytical and problem-solving abilities.
- Excellent interpersonal and critical thinking skills
- Collaborator and ability to manage multiple tasks simultaneously.
- Proficient critical thinking skills
- Initiative taking – Self Starter and willing to learn.

- Strong verbal and written communication skills.
- Ability to multi-task and manage deadlines with acute attention to detail in a fast-paced environment.
- Ability to work in a collaboratively in a team environment.

Pieridae 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.

PLEASE EMAIL RESUMES AND COVER LETTERS TO HR@pieridaeenergy.com