

Lease Compliance Administrator

 Calgary

 Posting Date: May 14, 2026

 Closing Date: June 5, 2026

WORKING AT PRAIRIESKY

PrairieSky is dedicated to creating a workplace that attracts and retains exceptional talent. We seek individuals who are hardworking, driven, and eager to consistently execute and contribute to our collective success and generate long-term value. Our focus is on fostering a positive, high-performance culture that emphasizes collaboration, innovation, process improvement, and continuous learning. We offer opportunities for both personal and professional growth, ensuring that our dynamic, fast-paced environment remains engaging and energizing.

At PrairieSky, we are all owners and have established a premier group savings plan with substantial employer matching. Our comprehensive benefits include a flexible health spending account and enhanced mental health resources to support overall well-being. Additionally, PrairieSky and our employees are dedicated to giving back to the communities where we work and live. We support causes that make a significant and positive impact through strategic partnerships, employee volunteerism, donation matching programs, and workplace campaigns.

POSITION

PrairieSky has a unique and exciting opportunity for a highly motivated Lease Compliance Administrator. This position plays an important role in proactively monitoring and managing lease agreements to help ensure lease compliance and add value across PrairieSky's portfolio of Royalty Properties. The successful candidate will have effective communication skills and the ability to work in a multidisciplinary team environment that provides an opportunity to gain valuable exposure to fee-land tenure and lease compliance disciplines across Western Canada.

RESPONSIBILITIES

- › Review and prepare compliance notices to lessees including Terminations, Reversions, Commence Operations, Continuations, Expiries and Well Abandonment.
- › Update, validate, and maintain accurate data in land system.
- › Monitor well production in public data for leased lands and run suspended production reports to analyze for termination candidates.
- › Review, track and process fee lease continuations/expiries and fee lease assignments.
- › Analyze chains of title for fee lease assignments and conduct caveat research and removal.
- › Coordinate with various internal departments, including Geology, Royalty Accounting and Royalty Compliance to address compliance issues.

QUALIFICATIONS

- › Minimum 5 years related mineral and fee land experience.
- › Demonstrated ability to work in a multidisciplinary team environment, coordinating across departments to track and manage lease compliance obligations.
- › Possess a solid understanding of fee title ownership with the ability to interpret mineral leases.
- › Strong organization skills, attention to detail and data accuracy in managing compliance tracking.
- › Proficient in Microsoft Office skills including Word and Excel.
- › Working knowledge of Accumap, LandRite and StackDx would be considered an asset.
- › Strong written and verbal communication skills.
- › Experience across the Western Canadian Sedimentary Basin (AB, SK) is considered an asset.
- › Graduate from Energy Asset Management program or another recognized land program or a comparable combination of education and experience.

PrairieSky is an equal-opportunity employer, celebrating diversity and the unique perspective it brings. We are committed to building a team enriched by a wide range of ideas, experiences, and background.

Apply today and find out how PrairieSky can be a fit for your future. If interested in this position, please forward a copy of your resume and cover letter to: humanresources@prairiesky.com.