

**Rife Resources Ltd.** is a private oil and gas exploration and production company, wholly-owned by the CN Pension Trust Funds (pension fund for employees of the Canadian National Railway).

Rife also manages the assets of **Canpar Holdings Ltd.** and **Freehold Royalty Trust**. Collectively, Rife's 100 employees manage total production of 20,000 boe/d.

## Senior Contracts Analyst

Rife Resources Ltd. is currently accepting applications for the position of Senior Contracts Analyst reporting to the Manager, Land Administration.

### Key Duties and Responsibilities

- Draft and coordinate finalization of contracts and agreements with Area Landmen;
- Summarize contracts and track contract commitments and obligations;
- Process notices of change of operator, payouts, conversions and abandonments;
- Prepare, review and finalize routine contract documents including Notices of Assignments, Declarations of Trust and Assignment and Novation Agreements;
- Update and maintain the land system with the Lease Administrators to ensure accurate reflection of contract terms and appropriate linkages to lease and well records;
- Respond to often complex internal and external queries;
- Conduct title reviews and associated curative work;
- Contribute to the development of Company precedent documents and procedures;
- Mentor junior members of the Land Administration Group.

### Skills and Abilities Required

- Solid understanding of Canadian P&NG Regulations, CAPL Procedures, joint venture contracts, mineral leases and government regulations;
- Experience with CS Explorer, GeoScout, EnerLink and Microsoft Word and Excel;
- Excellent written and verbal communications skills;
- History of being able to effectively set priorities and work cooperatively to assist in the achievement of team goals and objectives.

### Education and Experience Required

- University Degree or College Diploma with a concentration in Petroleum Land Administration;
- Minimum 10 years of related experience or equivalent combination of education and industry experience.

Resumes with a cover letter should be forwarded by **July 23<sup>rd</sup>, 2010** in confidence to: Addie Brown, Supervisor Office Services, Rife Resources Ltd., 400, 144 – 4<sup>th</sup> Avenue S.W., Calgary, Alberta T2P 3N4, by email to [abrown@rife.com](mailto:abrown@rife.com) or by fax to (403) 384-0799.

***Acknowledgements will only be sent to candidates who are selected for interviews.***