GREENFIRE RESOURCES

JOB DESCRIPTION

POSITION: SENIOR LAND ADMINISTRATOR (INTERMEDIATE-SENIOR)

REPORTS TO: Director, Land & Community Relations

The Senior Land Administrator is responsible for the independent administration, management, and optimization of Greenfire's Surface and Mineral Land portfolio. This position provides subject matter expertise and operational support related to Crown land rights, surface agreements, mineral leases, land obligations, regulatory compliance, and land risk management.

The successful candidate will work closely with Land, Regulatory, Operations, Engineering, Environmental, Finance, and external stakeholders to ensure timely acquisition, maintenance, compliance, and reporting of land assets supporting Greenfire's SAGD operations.

This is a Calgary-based position supporting Greenfire's Canadian operations.

Duties and responsibilities:

Land Portfolio Management

- Independently manage the day-to-day administration of Greenfire's Surface and Mineral Land portfolio.
- Coordinate acquisition, amendment, renewal, surrender, and ongoing administration of Crown surface rights, access agreements, easements, licenses, and related land instruments.
- Maintain accurate land ownership, lease, agreement, and obligation records within the designated land management system.
- Review and monitor land agreements to identify upcoming expiries, obligations, renewal requirements, and potential business impacts.
- Provide recommendations to the Director regarding land risks, opportunities, and required actions.

Surface Rights & Mineral Administration

- Manage surface lease acquisition, maintenance, annual reporting requirements, and regulatory compliance obligations.
- Administer mineral leases, rentals, escalating rental obligations, and payment schedules.
- Ensure all rental payments and land obligations are accurately tracked and completed within required timelines.
- Coordinate with Finance and internal stakeholders to ensure accurate forecasting and accrual management.

Regulatory Compliance & Risk Management

- Maintain strong working knowledge of Alberta land regulations, Oil Sands regulations, AER requirements, and applicable legislation.

- Monitor regulatory changes affecting surface rights, mineral agreements, and land operations.
- Identify potential land-related risks and provide proactive recommendations to mitigate impacts.
- Support audits, regulatory reviews, and internal compliance initiatives.

Stakeholder & Project Support

- Serve as a key land contact supporting Operations, Engineering, Regulatory, Environmental, and Development teams.
- Provide land status updates, reporting, and recommendations to project teams and management.
- Coordinate land requirements for operational activities, projects, expansions, and acquisitions.
- Establish effective working relationships with government agencies, land service providers, Indigenous communities, consultants, and other external stakeholders.

Systems, Reporting & Process Improvement

- Maintain high-quality land data integrity within IFS Qbyte CS Land and other land management systems.
- Develop and improve land administration processes, tracking tools, and reporting systems.
- Prepare land status reports, dashboards, and management summaries.
- Identify opportunities to improve efficiency, accuracy, and compliance.

Requirements

- Minimum 8-12 years of progressive experience in Surface/Mineral Land Administration within the Alberta oil and gas industry, preferably SAGD/oil sands experience.
- Demonstrated experience independently managing surface rights, mineral leases, rentals, and land obligations.
- Strong understanding of Alberta Crown land processes, surface rights agreements, and regulatory requirements.
- Experience with IFS Qbyte CS Land or equivalent land management systems.
- Experience working with AER requirements, Oil Sands regulations, and related provincial legislation.
- Strong analytical, organizational, and problem-solving skills with the ability to manage competing priorities.
- Ability to independently identify issues, assess risks, and recommend solutions.
- Strong interpersonal skills with the ability to collaborate effectively across multidisciplinary teams.
- Demonstrated ability to work with government agencies, Indigenous stakeholders, consultants, and external service providers.
- Proficiency with Microsoft Office Suite, particularly Excel and reporting tools.
- Relevant diploma, degree, or certificate from a recognized Land Administration program.
- CAPLA membership considered an asset.

Why Greenfire?

GROC explores, acquires, develops, and produces oil and gas in the Canadian energy sector and internationally. In 2020, the Company's operations team was awarded the Energy Excellence Awards Champion for Project Excellence in Oilsands, voted by its peers to recognize energy excellence and focused advancement and

collaboration with Canada's energy sector. GROC is well capitalized to seek additional oil and gas assets within Canada.

*** Compensation commensurate with experience ***