



Tundra Oil & Gas is a Manitoba-based oil and gas exploration and production company and a wholly-owned subsidiary of Winnipeg-based James Richardson & Sons, Limited. Tundra's head office is in Winnipeg, with additional offices in Virden and Calgary. At Tundra, we believe that our people are the foundation of our success, and we are dedicated to growing our company in a sustainable and disciplined way. This philosophy has served us well since our inception in 1980. Today, Tundra is a team 300-strong, and a leader in the Manitoba and southeast Saskatchewan oil industry. We take pride in supporting the communities in which we operate and stewarding the resources we manage for today and for the future. We are committed to working together and to getting everyone home safe every day.

Tundra is seeking to fill a **Surface Land Representative (1-year term)** position based in our Virden, MB office.

This position is responsible for providing support to all the Business Development Teams with timely, cost-efficient, and effective acquisition of landowner agreements. This incumbent must successfully communicate and interact with landowners and members, as well as build and promote positive relationships with landowners, RM's and the public by providing a dedicated company contact.

Reporting to the Manager, Surface Land, some specific duties and responsibilities of the **Surface Land Representative** include, but are not limited to:

- Communicate and provide Surface Land/landowner input to the Business Development Teams.
- Incorporate information from the Drilling and Facilities departments to ensure that drilling and right-of-way locations are placed in environmentally acceptable and cost-efficient locations.
- Contact all landowners and occupants with plans for development.
- Act as a liaison between landowners and Tundra.
- Inform, educate, and coordinate all landowner interactions.
- Resolve any issues or complaints from landowner interactions.
- Coordinate all surveying of Surface Leases and Right-of-Ways.
- Negotiate Surface Leases and Right-of-Way Agreements.
- Negotiate surface rental variations.
- Monitor the competition to ensure that competitive compensation is paid to landowners.
- Provide construction packages to Lease Construction consultants.
- Attend and provide input at Master Drill List meetings.
- Maintain GIS database.

Candidates for this position will possess the following qualifications and competencies:

- High School Diploma is required.
- Post-Secondary Education in Agriculture or Environmental Sciences is an asset.
- Minimum 2 years of negotiating experience in a related field.
- Oilfield production and operations knowledge is considered a definite asset.
- Experience in dealing with the public.
- Farming background or experience in the farming profession.
- Proficient in Microsoft Suite
- Knowledge of ArcGIS.
- Ability to think critically and act logically to evaluate situations and generate required steps to ensure success.

- Ability to work effectively within a high-pressure environment.
- Embraces new technologies, recognizes the need for changes, responds effectively to changing conditions, and applies continuous improvement techniques.
- Has solid interpersonal and teambuilding skills. Treats all team members respectfully.
- Demonstrates leadership, communication, time management, multi-tasking, attention to detail, and organizational skills.
- Knowledge of, and willingness to achieve certification in
 1. H2S Alive
 2. First Aid & CPR
 3. TDG
 4. WHMIS
 5. Ground Disturbance - Level II.
 6. Defensive Driving
- Must be willing to meet landowners on their timelines when necessary (may include early in the morning, late at night, or on weekends).
- Must possess a valid class 5 driver's license.
- Adhere to the safety accountabilities as per Tundra's Safety Policy.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

If you are interested in joining our rapidly growing team, please visit the Careers section of our website at www.tundraoilandgas.com and submit your cover letter and resume by end of day **April 4, 2021**

We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.

EVERYONE HOME SAFE EVERY DAY.