



## **Joint Venture Representative**

We are looking for a Joint Venture Representative to be a member of our group. The successful candidate would be responsible for all facets of the discipline from negotiation, analysis and management of joint venture business arrangements, to drafting, preparing and inputting all relevant data to ensure the highest level of quality.

### ***Role and Responsibilities***

The incumbent will be responsible for the following:

- Negotiating, drafting, implementing and monitoring all Operated and Non-Op JV agreements (including CO&O, Unit & Unit Operating, Contract Operating, Processing and Handling)
- Coordinate fee determination with Area Engineer for all JV agreements while monitoring all terms and conditions for deadlines, budget requirements, capacity commitments and 13th month adjustments (where applicable)
- Reviewing agreements to correct any deficiencies and update fees with regard to facility flow and expenses
- Preparing, processing and tracking Operated Mail Ballot packages and AFE's; Receiving, processing and tracking Non-Op Mail Ballots and AFE's
- Inputting, processing and updating CS Explorer database and physical files while ensuring the highest level of correctness and accuracy
- Liaising and managing relationships with external parties while consulting and informing internal stakeholders (Land, Accounting, Marketing and Operations)
- Working with and advising stakeholders in the research, investigation and resolution of JV related queries and JV billing disputes

### ***Qualifications and Education Requirements***

- Minimum 10 years Joint Venture experience in the above identified Role and Responsibilities
- Comprehensive knowledge of all JV agreements, related tasks and systems in accordance with industry and company standards, practices and procedures
- Membership in the Petroleum Joint Venture Association
- Post-secondary education in Engineering, Accounting or Commerce is an asset

### ***Preferred Skills***

- Ability to work independently throughout the entire process of creating, amending, and maintaining all JV agreements and effectively communicating those items to the applicable internal and external parties
- Demonstrates strong initiative, innovation, teamwork as well as excellent verbal and written communication skills
- Proven ability to manage multiple priorities with accuracy and attention to detail

- Effective follow-up and time management skills within a fast paced setting
- Deep understanding of accounting, production operations, facilities and land systems
- Proficient in CS Explorer, EnergyLink, Accumap and AFE Nexus

For more information on Cardinal Energy Ltd. please see our website at: [www.cardinalenergy.ca](http://www.cardinalenergy.ca)

Please e-mail your cover letter and resume to: [tonyap@cardinalenergy.ca](mailto:tonyap@cardinalenergy.ca)

*Only those applicants we request for an interview will be contacted.*