

Employment Type: Full Time
Title: **Joint Venture Contract Analyst**
Location: Calgary, Alberta
Reports To: Manager, Joint Ventures
Start Date: Immediate

Bellatrix Exploration Ltd. is a growth oriented oil and gas company operating in Western Canada's Sedimentary Basin. The Company focuses on providing sustained shareholder growth in value while operating with integrity and conducting operations in a safe and environmentally responsible manner. Bellatrix is publicly listed on the Toronto Stock Exchange and New York Stock Exchange.

The key to the Company's success is our people. Through them we have leadership, dedication, vision and strategy. Bellatrix's **STAR** values of **S**afety, **T**eamwork & Collaboration, **A**ccountability and **R**esults guide us toward our common goal of achieving value through a culture of focused innovation.

Bellatrix offers a comprehensive and competitive total compensation package including base salary, annual cash bonus, long term incentive equity awards, employee share savings plan matching (up to 10% of base salary), health care spending account and other customary benefits.

Joint Venture Contract Analyst:

Bellatrix Exploration Ltd. is seeking a dynamic and energetic individual to fulfill the responsibilities of **Joint Venture Contract Analyst** in the Marketing & Commercial department. The Joint Venture Contract Analyst will initially be responsible for supporting project work, then transitioning into day-to-day joint venture work to support the Marketing & Commercial department once the projects are completed.

Primary Responsibilities:

- Complete property reviews of the core operated facilities to ensure the required agreements are complete and accurate
- Collaborate with accounting to ensure all processing fees are billed
- Work with accounting to ensure all operating costs are being billed in accordance with the CO&O
- Work with the operations teams to understand the production flow to be able to set up contracts
- Work directly with the Equalizations accountant to provide support to complete that project
- Draft , administer and maintain all Operated and Non operated JV agreements
- Prepare and track Operated Mail Ballots
- Contract deficiency correction
- Support the maintenance of the Facilities and Pipeline Asset Management initiative
- Yearly fee reviews
- Updating information in the CS Land system

- Provide assistance to the Marketing group as required
- Other duties as assigned
- Manage relationships with external parties and internal stakeholders

Qualifications:

- Five (5) to ten (10) years of experience in a Joint Venture role
- Bachelor's degree or post-secondary technical diploma in Business Administration, PJVA certificate, or related discipline
- Advanced working knowledge in the Microsoft Office suite of products (Excel, Word, Outlook)
- Experience with CS Land, Accumap, and Qbyte would be considered an asset
- Must be capable of writing and reviewing all types of agreements such as service agreements and CO&O agreements
- Strong detail-orientation
- Exceptional time management skills; well organized and able to prioritize and handle multiple tasks at one time
- Excellent interpersonal and communication skills (this role requires extensive communication with the EQ accountant, operations teams and accounting departments)
- Must be willing to be accountable for decisions made
- Exceptional ability to work autonomously, yet knows when to involve others
- Must be flexible
- Positive attitude

To Apply:

Please send a cover letter and resume to careers@bx.com, subject: **Joint Venture Contract Analyst**. All applications will be treated with the highest level of discretion. Please apply to the position in the manner as described above only.

Office environment is 8:00AM to 4:30PM, Monday to Friday. Dress code is "business casual".

Resumes that are faxed or dropped off will not be considered.

Bellatrix Exploration Ltd. thanks all candidates for their interest.
Only those selected for an interview will be contacted.

NO PHONE CALLS PLEASE. NO RECRUITMENT FIRMS PLEASE