

SLL Contract A & D Positions

The Position:

Scott Land & Lease has immediate openings for both **Junior and Senior Contract Landmen and Administrators** in Calgary, Alberta for Acquisition and Divestiture projects on a contract basis.

The successful candidate will be responsible for:

- File and title review and managing title curity for both Surface and Mineral projects
- Completing appropriate conveyance documents for all aspects of projects
- Communicating with clients and project managers

The Candidate:

The following characteristics are required for success in these roles:

- Top-notch accuracy and attention to detail
- Excellent customer service, communication and interpersonal skills
- High levels of organization and discipline with proven time management skills
- Effective and efficient problem solving skills

Qualifications and Experience:

- A minimum of two years mineral land experience
- Familiarity with online land titles systems, land databases and requirements for B.C., Alberta, and Saskatchewan
- Thorough knowledge of freehold leases
- Experience in A&D projects and title curity
- Proficiency in Microsoft Word, Excel and Outlook

The Opportunity:

Join our growing dynamic, talented A & D Project Team. This position offers:

- Competitive compensation and benefits
- Flexibility
- A variety of interesting projects

The Company:

Scott Land & Lease is the leading land company in Western Canada providing a variety of land related services to a wide range of industries.

Contact Us:

Please reply in strictest confidence with a detailed resume including your area of expertise to careers@scotland.ca.

We thank you for your interest, however only those who we intend to interview will be contacted. No phone calls please.