

Senior Surface Land Administrator

The Position:

Scott Land & Lease has immediate openings for **Senior Surface Land Administrators** in Calgary.

The successful candidate will be responsible for:

- Managing projects and liaising with clients on projects
- Managing workloads and other administrators on specific projects
- Mentoring and training as required
- Setting up files and managing documentation for acquisitions, damage settlements, rental reviews, lease amendments, third-party crossings and notifications
- Executing land title registrations
- Coordinating client billing
- Communicating with key stakeholders such as clients, third-parties landowners and land agents

The Candidate:

The following characteristics are required for success in this role:

- 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:

- Land Administration Diploma
- A minimum of 5 years land administration experience
- Familiarity with online land titles systems, land databases and requirements for B.C., Alberta, and Saskatchewan
- Strong working knowledge of D56 Requirements
- Proficiency in Microsoft Word, Excel and Outlook

The Opportunity:

Be part of our dynamic, talented 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.