

The Position:

Scott Land & Lease Ltd. has an opening for an Intermediate/Senior Administrator for Crown Lands. This position is based out of our Edmonton office.

The successful candidate will possess:

- Familiarity and competence with LSAS, the crown surface application process through ETS, crossings, historical application process and D56 requirements.
- Excellent computer skills and familiarity with Excel and Word.
- Exceptional organizational skills and personal discipline as well as excellent problem solving skills.
- An ability to communicate effectively with internal team members and externally, with clients and other stakeholders.
- Accuracy and attention to detail.

This role is responsible for:

- 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, 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 **two** years land administration experience
- Familiarity with online land titles systems, land databases and requirements Alberta
- Strong working knowledge of D56 Requirements
- Proficiency in Microsoft Word, Excel and Outlook

The Opportunity:

Be part of our dynamic, talented team. The role offers:

- Competitive compensation and benefits
- Flexibility

Please submit your resume to careers@scotland.ca

Thank you for your application. Only candidates who are selected for an interview will be contacted. No phone calls please.