



Intermediate Land Administrator

About the Company and the Job

Summit Land and Environmental Ltd. is small land company based in Edmonton. We are a full service land broker that provides our clients the opportunity to use one company for all their surface land needs. We provide conventional oil and gas land acquisitions but remain focused on oil sand exploration and development. Our company is currently seeking a talented, Intermediate Land Administrator with strong organization and customer service skills to join our fast paced and busy team. The Intermediate Land Administrator will provide support to the Senior Land Administrators and Team Leads with regards to all facets of land administration for various clients.

Responsibilities include:

- Review and assess survey plans in order to determine what kind of agreements are required
- Request all third party agreements and consents for active projects.
- Prepare and review final packages for correctness and accuracy
- Prepare Surface Leases, Right-of-Way Agreement, Crown Disposition Applications and all the appropriate supporting documentation for transmittal to clients
- Prepare all lease agreements, notifications, and letters required for acquisition of surface rights
- Assist other Intermediate and Senior Land Administrators as required.

Qualifications:

- Minimum 2-3 years experience as a Land Administrator is required
- Experience with Oil Sands related projects is an asset
- Diploma or Certificate in Petroleum Land Administration from a post-secondary institution is an asset
- Strong working knowledge of Word, Access, and Excel is a must
- Knowledge in D-56 Regulatory guidelines and other governing Acts pertaining to the Oil and Gas Sector
- Previous experience with iLand database would be considered an asset

We offer a comprehensive compensation package.

If these attributes describe you, please submit your resume to everett@summitland.ca

Work location: Edmonton (St. Albert), Alberta