



Job Posting-Contents Captain/Land Administrators

Are you searching in vain for an opportunity to take your Land Administration career to the next level? We can help!

Our client, a records management industry leader is looking for individuals with strong Land Records or Land Administration experience. As a subject matter expert, you will help lead a team of people through a project for a tentative end date of June 2012.

This is an Exceptional opportunity to gain exposure to inter-provincial land projects that will give you the opportunity to further develop your leadership and supervisory skills.

Essential Capabilities

- Help lead the project team identify mineral and surface land documents and to ensure a high level of accuracy as they sort, scan and upload the information into a database
- Content expertise, thorough knowledge of files, and ability to identify all types of documents within land records with speed and accuracy
- At least 2 years of Land Records / Land Administration experience required; experience working in mineral and surface is ideal
- Experience in teaching and guiding colleagues regarding land processes and procedures
- Strong computer skills; efficiency and accuracy

Superstar Qualities

- Natural leadership
- Strong communication skills and exceptional interpersonal skills
- Ability to work in a team environment
- Adaptability in a high volume, fast paced environment with minimal supervision

If you are interested in applying please contact Simone Cameron, Recruitment Specialist at

scameron@bowenworks.ca