



## Land Administrator

Caribou Land Services Ltd. is currently seeking a Land Administrator to join our team. The individual that fills this role must possess the following qualifications:

- Knowledge of ERCB Directive 56 and Directive 60
- Experience with preparing all land related acquisition and supporting documentation which includes, but not limited to, ROW Agreements, Freehold and Crown Applications, and Leases would be a definite asset
- Managing third party requests and crossing agreements

Duties include, but are not limited to:

- Setting up new projects.
- Search land titles registry, department of energy registry and other public databases for interests in land (i.e. ownership, caveats etc.).
- Preparation of line lists and reports as per D56 and D60 requirements.
- Updating of information in the surface database.
- Preparation of surface lease agreements, right way agreements and other supporting documentation required for acquisition of surface rights.
- Preparation of damage releases and rent reviews.
- Review well and pipeline survey plans to determine search requirements
- Review project kick offs to determine search requirements for survey permission
- Application for 3<sup>rd</sup> party consents.
- Following-up with third parties to obtain consents.
- Completing documents, crossings, final packages for specific clients
- Updating their clients status reports

If you enjoy a fast paced environment, take pride in your work, and would enjoy coming to work everyday with a fun and talented group of individuals then we would like to hear from you. Please email your resume to [lgordon@caribouland.ca](mailto:lgordon@caribouland.ca)

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