

Senior Surface Land Administrator

Newly formed Land Service Company is currently seeking a full-time Senior Surface Land Administrator to join their closely-knit team in Calgary. This dynamic role requires an individual capable of multi-tasking with excellent project management and organizational skills. The fast paced nature of this role ensures the successful candidate will be continually challenged and engaged. If you are a proactive, professionally presented person & want to be part of a growing organization, this could be your next long term role.

REQUIREMENTS:

- 8+ years surface land administration experience, both Crown and Freehold
- Extensive knowledge of surface land practices and procedures
- Understanding of provincial regulations
- Working knowledge of project tracking databases
- Strong organization and communication skills
- Ability to work independently as well as in a team environment
- Excellent time management skills and the ability to effectively prioritize a demanding workload
- Adaptability to change
- Excellent computer skills including Word, Excel and Outlook
- Land Administration certificate program, The Petroleum Land Contract and Administration Certificate, Petroleum Land Administration Certificate or equivalent

RESPONSIBILITIES:

- Administering specific aspects of the acquisition, maintenance and disposition of surface rights, contracts and other land related documents
- Executing land title registrations
- Project initiation and management of the documentation for acquisitions, damage settlements, rental reviews, lease amendments, third-party crossings and notifications
- Ensuring the integrity of data in land records
- Communicating with key stakeholders; eg. clients, landowners and land agents
- Building and maintaining positive and cooperative relationships with internal groups, government offices, freeholders and others
- Acting as a focal point for communication with internal and external stakeholders
- Providing timely responses to queries or requests for information
- Interact closely with the surface administration team to ensure all projects are administered allowing clients to meet their objectives and deadlines
- Create new projects in land tracking system
- Request freehold title searches, LSAS reports, conservation, historical and any other required searches
- Request third party agreements and prepare appropriate acquisition documents for the field
- Update project tracking system and report project status to clients
- Prepare surface land, construction and audit packages for wellsites, pipelines, etc.
- Ensure timely input to and accuracy of project tracking databases
- Respond to inquiries from clients
- Handle inquiries from crown agencies
- Prepare lease amendments, damage settlements
- Any other tasks or duties as required by management

This position offers a competitive salary and a comprehensive benefit plan. This is a full-time, permanent position

Persons interested in applying for this position should forward resumes to NEWLANDCO@shaw.ca or PO Box 492, Stn M, Calgary, AB, T2P 2J, prior to the closing date of **February 1, 2012**. *We would like to thank all those who apply; however only candidates selected for an interview will be contacted.*