

## **Surface Land Administrator**

Newly formed Land Service Company is currently seeking a full-time 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:**

- 5-8 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
- Time management skills and 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:**

- Interact closely with the Senior Surface Administrator to ensure that all projects are administered to allow the clients to meet its 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 to the field
- Update project tracking system and client
- Prepare surface land, construction and audit packages for wellsites, pipelines, etc.
- Ensure timely input 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](mailto:NEWLANDCO@shaw.ca) or PO Box 492, Stn M, Calgary, AB, T2P 2J1, 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.*