

Land Administrator

Pioneer Professional Services Group Ltd. is currently looking for a Land Administrator to join our team in Regina. Pioneer is a growing professional consulting firm with 34 years of experience in delivering project management, surface & mineral land acquisition, public consultation and administration services. Pioneer also offers a full range of environmental and safety services including emergency response planning, environmental assessments, EFR's, full reclamation and remediation.

Responsibilities & Duties:

- Generation of professional land documentation and various forms of contracts
- Quality assurance and quality control of all documentation and deliverables
- Title review and registration of various interests in land
- Maintenance of information and tracking systems
- Work with project managers, land agents, land administrators and clients as required

Qualifications:

- Land administration experience an asset but not a requirement
- Completed post secondary education is preferred
- Agricultural background an asset
- Willingness to learn, hard working and honest
- Competent computer skills
- Ability to multi-task and manage deadlines
- Valid Saskatchewan & Manitoba Commissioners for Oaths Appointment an asset
- Strong analytical and problem solving skills
- Ability to work in a fast paced environment and collaborate with others
- Excellent verbal and written communication skills

Location:

Pioneer's offices are located throughout western Canada. The successful candidate will be based out of the Regina, SK office.

Interested candidates are invited to forward a resume, in confidence to: hr@pioneer-group.ca

We would like to thank all applicants for their interest in this position however only those selected for interviews will be contacted.

www.pioneer-group.ca