



Edwards Land (www.edwardsland.ca) is proud to announce that we have an opening in our **Calgary Office** for an intermediate-level Land Administrator. This is a full-time, permanent position.

Joining our Land Administration Department and reporting to the Manager, Land Administration, the Land Administrator will be entrusted with the following responsibilities:

- Preparation of all documentation related to surface land acquisition, regulatory compliance and third party regulations
- Delegation of project work within administration team
- Team work with Project Coordinators and administration team to ensure client needs are met
- audit client packages, evaluating regulatory compliance and surface rights access
- Reporting, status communication and data input into land system(s) as per client needs
- Advanced understanding of title interests and registration of documents
- General Land Administration duties as required

Edwards Land has been a leading facilitator of land acquisition and management services throughout Western Canada for the past three decades. Our clients range from the largest petroleum companies to rural municipal governments. We offer a competitive salary and benefits package and provide a fresh, contemporary corporate culture to individuals looking to continue and enhance their career in Alberta's energy industry.

Individuals with 5 to 7 years experience as a Surface Land Administrator and with at least two years related post-secondary education would be possess an ideal skill set for this position. Experience in a land brokerage environment and experience with Land Administration on utilities and/or power line projects would be an asset. Skills vital to this position are extreme attention to detail, the ability to learn quickly and retain information, the ability to work in a team environment, and the ability to balance high priority projects. Experience using iLand would also be considered an asset.

Please submit a resume and cover letter via email to careers@edwardsland.ca.

No phone calls please. If Edwards Land feels an applicant could be a good fit, the applicant will be contacted for an interview shortly after receipt of a resume and cover letter. Thank you to all applicants for your interest.