



Edwards Land is pleased to announce that we have an opening in our **Calgary Office** for a staff Project Coordinator. The ideal candidate will have 10+ years of direct experience working as a licensed Land Agent and a related post-secondary diploma or degree. Knowledge of and/or exposure to agricultural practices in Western Canada would be an asset. This is a full-time, permanent position.

Joining our Land Acquisition & Consultation Department; reporting to the Manager, Land Acquisition & Consultation, the Project Coordinator will be entrusted with the following responsibilities:

- Management and coordination of client-specific land acquisition programs, acting as liaison between client and Land Agents.
- In conjunction with Lead Administrator, iLand job setup; delegate work to Land Agents with clear instructions and expectations for acquisition.
- Trouble-shooting and problem solving for field issues encountered by Land Agents for assigned clients.
- Personally conduct field work for challenging files or in accordance with client needs.
- Client care; reporting; billing/invoicing.
- Work closely with the Manager, Land Acquisition & Consultation to ensure that work is resourced properly to meet all client timelines.
- As the public face of Edwards Land (and our clients), represent the organization and yourself with the utmost dignity and professionalism, adhering to ethical conduct standards outlined in the Land Agent Licensing Act.

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 wage and benefits package and provide a fresh, contemporary corporate culture to individuals looking to continue their career in Alberta's energy industry.

The successful applicant will hold an Alberta Commissioner of Oaths appointment and have advanced oral and written communication skills. Skills and traits vital to this position are extreme attention to detail, the ability to learn quickly and retain information, maturity, and the ability to balance high priority projects. A valid Alberta driver's license is required. Working knowledge of Microsoft Office and associated programs would be 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 selected for an interview and contacted shortly after receipt of resume and cover letter. This posting will remain open until the suitable candidate is found.

Thank you to all applicants for your interest.