



Senior Land Administrator

Duties are as follows but not limited to;

- Setting up new projects.
- Search land titles registry, department of energy registry and other public databases for interests in land (i.e. ownership, caveats etc.).
- Preparation of line lists and reports as per D56 and D60 requirements.
- Updating of information in the surface database.
- Preparation of surface lease agreements, right way agreements and other supporting documentation required for acquisition of surface rights.
- Preparation of damage releases and rent reviews.
- Review well and pipeline survey plans to determine search requirements
- Review project kick offs to determine search requirements for survey permission
- Application for 3rd party consents.
- Following-up with third parties to obtain consents.
- Completing documents, crossings, final packages for specific clients
- Updating their clients status reports
- Deal with clients on any issues that may arise-directly or via email
- Assisting with the training of Junior Administrators

Agents

- Discuss survey permissions with Land Agents
- Discuss any special conditions that the client has requested prior to giving them survey permission or acquisition packages
- Receive calls from land agents as to updates for files, landowner issues etc.
- Contact the land agents for updates on survey permissions or acquisition when doing status updates for the clients or if client calls and ask for updates.