

**Crown Administrator  
Permanent Full Time - Calgary Office**

An aggressively growing land service company is currently seeking an experienced Crown Administrator to join our team. The individual that fills this role must possess the following qualifications:

- Knowledge of AER Directive 56 and Directive 60
- Familiarity with online EDS & EAP, land databases and Alberta Crown land requirements
- Competence with LSAS, SPIN, ABADATA, iLAND, the Crown surface application process through EDS & EAP, crossings, historical application process and various regulatory and D56 requirements.
- Preparing Line Lists and various reports for a project
- Managing third party requests and crossing agreements
- MS Word & Excel
- Assisting Land Agents

Duties include, but are not limited to:

- Setting up new projects.
- Search land titles registry, department of energy registry and other public databases for interests in land
- Preparation of line lists and reports as per D56 and D60 requirements.
- Updating of information in the surface database.
- Preparation of documents.
- Review well and pipeline survey plans to determine search requirements
- Review project kick offs to determine search requirements for survey permission
- Application for 3<sup>rd</sup> 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
- Assisting with the Surface Land Team when required

If you enjoy a fast paced environment, take pride in your work, and would enjoy coming to work everyday with a fun and talented group of individuals then we would like to hear from you. Please email your resume to [lgordon@caribouland.ca](mailto:lgordon@caribouland.ca)

\*\*\*We would like to thank all those for applying but only applicants being considered for interviews will be contacted. No telephone inquiries please\*\*\*