

Junior Land Agent

**Caribou Land Services Ltd.
Junior Land Agent - Calgary & Grande Prairie
Permanent Full Time**

Caribou Land Services Ltd., a land service company is currently seeking a Junior Land Man to join our team. The individual that fills this role must possess the following qualifications:

Duties are as follows but not limited to:

Providing assistance to Land Agents:

- Setting up new projects.
- Searching land titles, maps and other information and evaluating the information contained therein.
- Preparation of line lists and reports.
- Verification of landowner information.
- Review of documentation for accuracy and completeness.
- Obtaining permission to survey.
- Providing reports to management and clients
- Reviewing executed documentation.
- Assisting with field acquisition.

Providing Assistance to Administration

- Setting up new projects.
- Searching land titles, maps and other information.
- Preparation of line lists.
- Updating of information in the surface database.
- Preparation of documents.
- Application for 3rd party consents.
- Following-up with third parties to obtain consents.
- Preparation of Client Packages.

In addition to providing assistance to the other Land Agents and the Administration Group, you will also be given projects of your own to manage. The expectations relating to these include either performing or ensuring that all of the above tasks are completed in a timely fashion. In addition as a project manager you will be expected to ensure the following:

- The project is set up within the database properly.
- The Client is updated of progress in a timely fashion.
- Both the Administration and Land Managers are updated on a regular basis as to the status and progress of the project.
- The database is kept up to date as to the status and progress of the project.
- All executed documents are provided to the administration group in a complete and organized fashion.
- Know the status of all phases of your project including those areas that you do not have direct control over such as documents generation, 3rd party applications, final package delivery, survey timing, and construction timing.