

**Caribou Land Services Ltd.
Land Administrator Position - Calgary and Grande Prairie Offices
Permanent Full Time**

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

- Land Administration Certificate is not required, but is considered an asset
- 1-5 years in a surface land administrator role
- Knowledge and understanding of surface land administration
- Proficient knowledge of MS Office, including Access
- Proficient knowledge of ERCB, Directive 56, Directive 60 and Directive 35
- Prior experience using Iland would be considered an asset but not required

Duties and Responsibilities

- Preparing Surface Land Documentation i.e.: Surface Leases, Right of Way Agreements, Amendments, Padsite Agreements etc.
- File setup and maintenance
- Reviewing and understanding survey plans
- Searching titles including fee simple, crown, coal, conservation, corporate and historical
- Preparing Line Lists such as D56, Crossing, and Construction Line Lists
- Performing data entry and maintaining the database with up to date information
- Requesting and reviewing third party agreements
- Updating project information in the database and updating any project status reports required by our clients
- Proficiently handling of one or multiple project files, from set-up to completion
- Maintaining current knowledge of industry practices and regulations
- Excellent organization ability and attention to detail

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.

If you are interested in this position please email your resume to:

Lisa Gordon
Caribou Land Services
lgordon@caribouland.ca

Please note in the subject line of the email which office you are applying to.