

## Land Agent

**Location:** St. Albert, AB

**Duties and Responsibilities:**

- Negotiate and acquire various types of surface land agreements with stakeholders
- Prepare various paperwork, documents and reports
- Ensure adherence to all regulatory requirements
- Work with Team Members to deliver consistent, quality results for our clients in a timely, ethical manner while complying with all applicable acts, laws and regulations
- Some travel required

**Experience and Qualifications:**

- Valid Alberta Land Agent License
- Valid Driver's License
- Valid Alberta Commissioner for Oaths appointment
- Experience in the oil and gas industry required
  - Consultation, acquisition, construction attendance, damage settlements, etc.
- Working knowledge of land and regulatory processes and procedures
- Working knowledge of all applicable acts and regulations
- Able to analyze and interpret different forms of data, such as survey plans, agreements, title searches, etc.
- Excellent external / internal communication skills
- Able to work with minimal supervision
- Able to manage tight deadlines and time constraints
- Strong organizational and problem-solving skills
- Attention to detail
- Proficiency in Microsoft Office
- Post-secondary degree / diploma not required, but is considered an asset

**Compensation:**

- Competitive compensation package, including employer paid health benefits

***Submit your cover letter and resume in confidence via e-mail to [info@phoenixland.ca](mailto:info@phoenixland.ca).***

*We thank all applicants for their interest in joining our Team. Only candidates selected for an interview will be contacted.*

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