



## Job Posting

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### Land Administrator

Phoenix Land Services, located in St. Albert, AB, is a full service land broker focused on the energy industry. We are committed to providing consistent top-quality service to our clients, and offer a dynamic team-based environment for our employees along with a competitive salary and benefits package.

Currently, we are looking for a **full-time experienced Land Administrator** to join our team.

Please note this is an **in-person position in St. Albert** - remote workers are not being considered.

#### Duties and Responsibilities

- Preparing all required documentation for the acquisition of right-of-way, work space, third-party consents, damage settlements, rent reviews, etc.
- Ensuring adherence to all regulatory requirements
- Preparing line lists
- Searching titles including fee simple, crown, conservation, corporate and historical
- Preparing and filing of land title registrations, Crown applications, etc.
- Data entry
- Preparing various reports for projects
- Analyzing and reviewing survey plans
- Working with other Land Administrators as well as Land Agents and Project Managers to ensure consistent results for our clients

#### Required Skills and Experience

- Good working knowledge in all areas of surface land administration
- Ability to analyze and interpret different forms of data, such as survey plans, agreements, title searches, etc.
- Willingness to learn new processes and procedures and to assist in all areas of surface land administration
- Attention to detail
- Excellent time management and organizational skills
- Efficient and effective external and internal communication skills
- Proficient knowledge of MS Office Suite
- Commissioner for Oaths

To apply, please submit your cover letter and resume in confidence to [info@phoenixland.ca](mailto:info@phoenixland.ca).

*We thank all applicants for their interest, but only individuals selected for an interview will be contacted.*

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*Your Land Team*