

WHO WE ARE:

With approximately 7,000 employees and assets of \$20 billion, ATCO is a diversified global corporation delivering service excellence and innovative business solutions in Structures & Logistics (workforce housing, innovative modular facilities, construction, site support services, and logistics and operations management); Electricity (electricity generation, transmission, and distribution); Pipelines & Liquids (natural gas transmission, distribution and infrastructure development, energy storage, and industrial water solutions); and Retail Energy (electricity and natural gas retail sales). More information can be found at www.ATCO.com.

DESCRIPTION:

Under the direction and leadership of the Manager, Land Acquisition, we are seeking two Office Administrative Coordinators to join ATCO Pipelines in our Land Acquisition department in Edmonton, AB for an approximate 4-month term to December 15, 2017. The Office Administrative Coordinators are responsible for conducting research and assisting in the preparation and processing of documentation relative to the acquisition and administration of land and land interests with respect to the company's operations. Based on business needs for 2018, there may be the opportunity for an extension.

RESPONSIBILITIES:

- Assists in the research, preparation and processing of documentation relative to the acquisition and administration of corporate land assets. Assists in the administration of documentation for fee simple properties, rights-of-way surface leases, caveats, dispositions, permits, crossing application and approvals and encroachments.
- Facilitates research requests from the Engineering, Operations and Construction personnel regarding the land status of existing or proposed facilities and provides supporting documentation as required.
- Assists with the research and processing of crossing applications for transmission engineering projects. Assists with identifying and confirming the existence of foreign pipelines and other facilities. Assists in the preparation, processing and submission of applications to external parties and maintenance of tracking lists
- Assists in the administration of transmission surface leases files, initiating payments, file set-up and database maintenance (Surface Lease Monitoring System – SLMS).
- Assists with the interpretation of engineered drawings, researching, processing and dispersing of documentation relative to third party crossings and encroachments.
- Utilizes various tools to research land status and corporate and foreign assets.
- Processes cheque requisitions and invoices.
- Performs other related duties as required.

QUALIFICATIONS:

- Grade twelve or GED.
- Previous Land Administration Experience is considered to be an asset
- Qualify as Commissioner for Oaths is considered to be an asset.
- Proficient in PC applications including Word, Excel, PowerPoint and Access.
- Capable of interpreting engineering drawings and registered plans.
- Works effectively in a team environment and demonstrates strong verbal and written communication skills.
- Has working knowledge of land related activities and required documentation including rights-of-way, easements, caveats, crossings, encroachments, surface leases, proposed subdivisions, metes and bounds descriptions.
- Knowledge of mortgages, board orders, engineering and architectural drawings and topographical maps is an asset.
- Experience with documentation used in land transactions and detailed knowledge of the Alberta Land Torrens System is an asset.

- Proficiency in SPIN (Spatial Information System) and EGIS (Executive Geographical Information System) is an asset.
- Possesses a strong, positive customer service attitude.
- Has the ability to work with minimal supervision and demonstrate results through initiative and decision making.
- Possesses strong organizational skills in order to effectively multitask and prioritize work demands.

These positions are administered under the Natural Gas Association Job Posting provisions.

Selection will be based upon the factors cited in Article 14.00 of the Collective Agreement. Satisfactory work performance including safety and attendance record will be considered. If applying from ATCO Gas, please provide copies of educational certificates/training record and your last three performance reviews at time of application.

Interested candidates should submit their resume to atco.com/careers quoting competition number REQ03819 on or before August 20, 2017.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

Final candidates will be required to undergo a Security Clearance Check.

Collection, use and retention of personal information will be in accordance with ATCO Group privacy policies and practices.

By submitting your resume and personal information to the ATCO Group of Companies, and/or participating in a personal interview, you acknowledge and consent to the collection, use and disclosure of your personal information by the ATCO Group of Companies to determine your suitability for employment opportunities within the ATCO Group of Companies.